

Chapter Overview



Chapter 1 – Notification and Orders: Discusses the preparation and types of orders used to mobilize/employ/deploy military and civilian personnel (includes installation/unit requirements and procedures for extensions, and sources of manpower.

Chapter 2 – Mobilization of the Force: Discusses procedures for mobilizing Reserve Component assets (individual and unit) in support of contingency operations.

Chapter 3 – Deployment / Redeployment: Provides guidance, business practices, and policy for all personnel deploying to and redeploying from a theater of operation. Discusses voluntary separation actions; deployment packets for deploying Soldiers, Civilians and contractors; CONUS Replacement Center (CRC) processing; the redeployment and demobilization of RC individual replacements; personnel tempo (PERSTEMPO); and the Theater Specific Individual Requirement Training (TSIRT) for each Combatant Command's area of responsibility.

Chapter 4 – Individual Augmentation and Active Duty Support – Requirements, Sources, and Processes: Discusses procedures used to request, source, receive and deploy unit and individual augmentees (IA) to include IRR, retiree recall, and individual mobilized augmentees (IMA). Global Force Management, Non-force structure requirements.

Chapter 5 – Medical and Dental: Discusses medical and dental requirements for personnel mobilizing and/or deploying, and management of line of duty responsibilities for RC members.

Chapter 6 – Finance and Entitlements: Discusses military and civilian entitlements to include pay, allowances, leave, benefits, and other authorizations when Soldier(s) mobilize and/or deploy; discusses travel entitlements and military pay processing

Chapter 7 – Casualty Operations and Mortuary Affairs: Provide commanders and their human resources staff guidance on casualty reporting, notification, collateral reports and mortuary affairs. Discusses procedures of casualty operations in theater; provides instruction on line of duty determinations; reporting prisoners of war and missing in action; escorts and funerals; and records management.

Chapter 8 – Equipment: Discusses how organizations execute and manage equipment functions when deploying military personnel; provides equipment per specific operation.

Chapter 9 – Personnel Management: Discusses personnel procedures conducted throughout mobilization and deployment. Discusses procedures for the staffing of deploying AC and RC units to include cross leveling, Soldier Readiness Processing (SRP). This chapter also includes guidance to Delay and Exemptions to mobilization and deployments for RC Soldiers.

Chapter One

Notification and Orders



INSTITUTIONS, ALL INSTITUTIONS, JUST HAVE A HISTORICAL TENDENCY TO EVOLVE SLOWLY, IF AT ALL. THAT'S ESPECIALLY TRUE WHEN YOU DON'T GIVE THEM THE CONSTRUCT AND STRUCTURE TO MAKE THOSE CHANGES.

*Hon. John McHugh, Secretary of the Army (SECARMY)
Association of the United States Army (AUSA) Keynote Remarks, 15 October 2010*

1–1. General Guidance

The Reserve Component has so many variables it is important to keep the “lessons learned communications” open so those who come after you know how to resolve the issues. Preparation and types of orders the RC uses to mobilize/employ/deploy military and civilian personnel (includes installation/unit requirements) and procedures for extensions.

1–2. Contingency Operations (CONOPS)

a. In accordance with (IAW) Title 10 United States Code (USC) § 101 (a) (13) and FAR 2.101, "Contingency Operation" means a military operation that—

(1) Is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force;

(2) Results in the “call”, “order to”, or “retention” on, active duty of members of the uniformed services under 10 USC sections 688, 12301(a), 12302, 12304, 12304(a), 12305, or 12406 of this title, chapter 15 of this title, section 712 of title 14.

(3) Includes any other provision of law during a war or during a national emergency declared by the President or Congress

b. **Notification Requirement.** The Secretary of Defense will approve, or be notified of, all RC activations under 10 USC sections 12301(a), 12302, 12304, and 12304(b) depending upon

the situation. For activations under involuntary activation authorities, formal approval and notification occurs with SECDEF / USD(P&R) concurrence as appropriate. -- DoDI 1235.12, Encl 3, 6.b., Feb 17.

<http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/123512p.pdf>

The DoD standard for approval of an activation order under involuntary activation authorities is at least 180 days before the activation date in support of base Global Force Management Allocation Plan (GFMAP), rotational, and pre-planned requirements, and 120 days before the activation date for standard emergent requirements.

(1) Minimum 30 Day advance notice: *Public Law 110-181, Section 515* Mobilization of Reserve members will be given a minimum 30 days' formal notification to prepare for activation.

(a) **ADVANCE NOTICE REQUIRED.** *“The Secretary of a military department shall ensure that a member of a reserve component under the jurisdiction of that Secretary who will be called or ordered to active duty for a period of more than 30 days in support of a contingency operation (as defined in section 101(a)(13) of title 10, United States Code) receives notice in advance of the mobilization date. In so far as is practicable, the notice shall be provided not less than 30 days before the mobilization date, but with a goal of 90 days before the mobilization date.”*

In certain situations RC forces may be required immediately. Most RC forces will be given at least 30 days' formal notification to prepare for activation. However, should the operational situation warrant it, and upon approval of the Secretary of Defense, an RC member may be ordered to active duty on the same day his or her orders are approved and issued. -- DoDI 1235.12, Encl 3, 6.d., Feb 17

(b) **REDUCTION OR WAIVER OF NOTICE REQUIREMENT.** *“The Secretary of Defense may waive the requirement of subsection (a), or authorize shorter notice than the minimum specified in such subsection, during a war or national emergency declared by the President or Congress or to meet mission requirements. If the waiver or reduction is made on account of mission requirements, the Secretary shall submit to Congress a report detailing the reasons for the waiver or reduction and the mission requirements at issue.”*
Public Law 110-181, Section 515

(2) *Notification requirements for mobilization under § 12304(a) are exempt.*

c. **Dwell Requirement.** Dwell is defined as the period of time between the release from active duty under 10 USC sections 12302, 12301(a), 12304 or 12304(b) and the reporting date for a subsequent tour of active duty under Title 10 U.S. Code 12302, 12301(a), 12304 or 12304(b).

d. **Waiver Process.** IAW DoDI 1235.12, a Service Member may waive notification and or dwell requirements on a voluntary basis and must consent to the pending deployment. The SECDEF may order that individual through the SECDEF Orders Book Process (SDOB). Waivers can be secured through HQDA G-3/5/7 (DAMO-ODO). Format provided at the end of this chapter.

1–3. Reserve Component Orders

Military Services will issue orders to RC members ordered to active duty in the most expeditious manner possible to facilitate members' notification to employer and family, and other planning considerations. Below are some of the key guidance on how to mobilize RC Soldiers for involuntary mobilization in support of Contingency Operations:

a. Mobilization orders should reach Soldiers at least 30 days prior to their effective report date. The specific order writing guidance will be followed to include the following:

(1) A statement "support of a contingency operation" for those activations under 10 USC 12302 or for specified contingencies under 10 USC § 12304.

(2) The name of the operation being supported (e.g., ENDURING FREEDOM).

(3) The applicable legal authority (statute) under which the member is serving. 10 USC § 12302 (for members called to active duty involuntarily), and reference to "Executive Order 13223, dated September 14, 2001. 10 USC § 12301(d) (for members serving voluntarily)

(4) The period of service under 10 USC § 12302 is exempt from the five-year limit as provided in 38 USC 4312(c)(4)(A).

(5) The Secretaries of the Military Departments have each determined the period of service under 10 USC 12301(d) as exempt from the five-year limit as provided in 38 USC § 4312(c)(4)(B).

(6) It is not necessary to include the terms "voluntary" or involuntary" active duty within these orders.

(7) Unit and individual orders will contain the statement "Call 1-800-336-4590 (National Committee for Employer Support of the Guard and Reserve) or check ESGR online if you have questions regarding your employment/reemployment rights."

b. Headquarter authorities will issue mobilization orders in accordance [AR 600-8-105](#) for Reserve Component individuals, units, or DUIC units and will include the information in the above section.

1-4. The Involuntary Mobilization Orders Process

a. The individual Soldier mobilization orders are issue based on the unit, operation, authority, and dates established by the Department of the Army Mobilization Order (DA MOB Order).

b. Once the Continental U.S. Army (CONUSA) order is issued, the owning Reserve Component begins issuing individual Soldier mobilization orders. Commanders identify the Soldiers required and ready for mobilization by battle rostering the Soldiers to a mission specific deployment-manning document (DMD).

(1) U.S. Army Pacific assigned forces (HI ARNG, 9th MSC); USARPAC issues the unit mob station order.

(2) U.S. Army Europe assigned forces (1st CSC); USAREUR issues the unit mob station order.

(3) U.S. Army Special Operations Command (ARNG SOF, USACAPOC), USASOC issues the unit mob station order. Based on the CONUSA order, the unit begins coordination with the supporting command and the installation where the unit will mobilize.

c. CONUS and ASCC unit orders are processed and issued in DAMPS-U on the Non-Secure Internet Protocol Router (NIPR) network, part of the MOBCOP system.

d. Army National Guard (ARNG) and United States Army Reserve (USAR) Soldier's individual MOB orders under 10 USC Sections 12302, 12304, 12304(a) (USAR only) and 12304(b) activations are issued by OCOIND. NATO Travel Orders and TCS orders (where applicable) are generated through DAMPS-OCOTCS

1–5. Voluntary Orders

a. *Voluntary Active Duty*: 10 USC § 12301(d) – Reserve members may volunteer for active duty in support of contingency operations where the force requestor has a DA G-3/5/7 validated requirement. The Soldier may serve in CONUS, OCONUS or in a theater. ARNG Soldiers may serve on voluntary active duty when release by their state to serve.

b. *Tour of Duty (TOD)*: TOD (<https://mobcop.army.mil/>) processes all voluntary requests for active duty in support of contingency operations except for retiree recalls. They must fill out a paperwork and submit to HRC web site (<https://www.hrc.army.mil/STAFF/Retiree%20Recall>).

c. *MEDICAL*: 10 USC § 12301(h) – Reserve Members with a medical condition incurred or aggravated by activities while serving on a mobilization or active duty period of more than 30 days may consent to remain on, or return to, active duty for the purpose of medical evaluation and treatment. See AR 600-77, Administrative Management of Wounded, Ill, or Injured Soldiers and AR 40-58, Warrior Care and Transition Program.

d. *Sanctuary*: 10 USC § 12686 – The provisions

DA MOBILIZATION ORDER

The DA MOB order specifies the unit, the number personnel authorized to mobilize in the unit, the start date of the mobilization, the operation the mobilization is in support of, the duration of the unit's mobilization and the authority (12302 or 12304, etc.) under which the mobilization is ordered. It also indicates the unit's home station location and the planned mobilization station. The DA MOB order triggers actions and authorizations within the Army to provide resources and support in order to increase the mobilizing unit's readiness prior to the actual mobilization date.

Once the DA mob order is issued, the designated active component supporting command responsible for command and control, training support and validation of mission readiness prior to deployment, issues a unit mob order specifying the mob and de-mob locations and administrative instructions. This unit mobilization order, (also known as the "CONUSA" - Continental US Army order) may adjust the mob and de-mob locations from the DA order based on changes to capacity or other issues. For RC forces assigned to FORSCOM, the unit order is issued by First Army or by owning ASCC."

of 10 USC § 12686 and AR 135-200 provides guidance for Reserve Soldiers on active duty (except for training), who reach 18 years, but less than 20 years of active Federal service. These Soldiers may not be involuntarily released from active duty before the Soldier attains 20 years of active Federal service unless the Secretary of the Army or his designee approves the release.

1–6. UCMJ Extensions

Not all UCMJ actions require that a RC SM be retained on Active Duty (AD) and Commanders should understand that a RC SM can be recalled involuntarily to AD should the situation warrant. If a SM does not have enough time remaining on their current mobilization order to complete a UCMJ action, they can be involuntarily retained on active duty. HQDA G-3/5/7 will not extend SMs serving on § 12301(d) (voluntary authority) for the purpose of UCMJ actions nor will SMs serving under § 12302 or § 12304(b) will not be extended under those authorities.

a. IAW chapter 7, paragraph 7-4, AR 135-200 mobilized RC Soldiers pending UCMJ and/or court martial whether CONUS or OCONUS will be retained involuntarily on active duty until proceedings are completed.

b. Reserve Component SMs undergoing UCMJ action may only be involuntarily extended on Active Duty by the AA General Court Martial Convening Authority (CGMCA) under 10 U.S. Code § 802(d) IAW AR 27-10 for the purpose of

- (1) Preliminary hearing pursuant to UCMJ, Art. 32
- (2) Trial by Court Martial
- (3) Proceedings under UCMJ, Art. 15

c. The Servicing MPD will issue the involuntary order. There is no central funding for UCMJ extensions. AA GCMCA should consult with their CJA before proceeding.

d. Sufficient time on the involuntary order must be considered to allow the SM to successfully demobilize at an MFGI upon completion of the UCMJ proceedings.

1–7. Strength Accounting and the “1095 Rule”

a. Operational Support (OS) is a category of voluntary duty that includes Active Duty for Operational Support (ADOS) (with several sub categories) and Full-Time National Guard Duty for Operational Support (FTNGD-OS). Governing policy for Operational Support is DoDI 1215.06. The NDAA FY 2005 made changes requiring revision to Army strength accounting procedures pertaining to Soldiers performing operational support duty under the provisions of Title 10 USC § 12301(d) and Title 32 USC § 502(f)(2).

b. Reserve component Soldiers will refer to AR 135-200 for active duty requirements. Guidance on manning and strength accounting, restriction on tour length exceeding 1095 within a 1460 days, and the S-1 reporting requirements.

(1) Soldiers performing OS duties will count toward either the Active Duty or AGR end strength limitation of the component whose orders they are on duty for at the time their OS

orders specify a period greater than three years, or if their OS service exceeds three cumulative years within the previous four-year period.

(2) RC service members who cross either OS duty threshold (the 1,095 days either out of the previous 1,460 days or at the beginning of a tour when the orders specify a period of AD greater than three years) will count against the AD strengths.

(3) All RC Service members will receive training pursuant to assignments and required readiness levels. For an RC Service member to be assign to AD the member must complete basic training.

REFERENCES:

Army Directive 2017-09

Management of the Individual Ready Reserve

ASA (M&RA) Memo

Army Medical RC's 90-day Rotation Policy (dated 2 Oct 2003)

ASA (M&RA) Memo

RC Veterinary Corps 180-day Rotation Policy (dated 4 Apr 2007)

AR 500-5

Army Mobilization (dated 16 Apr 2015)

AR 600-8-101

Personnel Readiness Processing (dated 6 Mar 2018)

DOD Directive 1215.06, Change 1, 19 May 2019

Uniform Reserve, Training, and Retirement Categories for the Reserve Components)

DoD Directive 1235.10

Activation, Mobilization and Demobilization of Ready Reserve

DoD Instruction 1235.12, Change 1, 28 Feb 2017

Accessing the Reserve Components

HQDA EXORD 154-16

Rotational Business Rules

HQDA EXORD 230-16

Requesting Reserve Components (RC) Rear Detachments and Rear Detachment Operations

HQDA EXORD 165-16

Active Component Manning Guidance

OSD Memo

Utilization of the Total Force (dated 19 Jan 2007)

UPDATED AS OF: 22 FEB 2019

Chapter Two

Mobilization of the Force

Section I Introduction

2-1. Mobilization and Deployment Planning System

This chapter focus is on how the Army mobilizes forces in response to requirements of the Combatant Commanders (CCDR). Also discussed are the Department of Defense (DOD) objectives for improving industrial preparedness in the United States and the Army industrial preparedness program. Military Services will issue orders to RC members ordered to active duty in the most expeditious manner possible to facilitate members' notification to employer and family, and other planning considerations.

Section II Army Mobilization

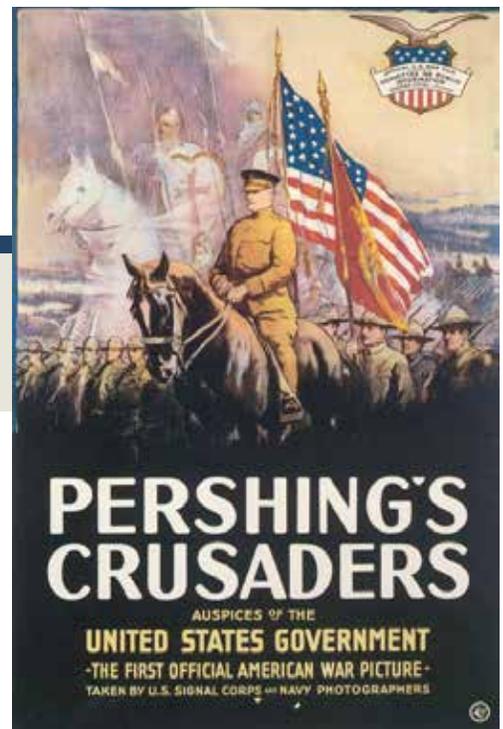
2-2. Framework for Army Mobilization Planning

a. Integration of Joint operations planning and Army planning for mobilization is necessary. Joint Publication (JP) 4-05, Joint Mobilization Planning, facilitates integration of Joint Publication (JP) 4-05, Joint Mobilization Planning processes by identifying the responsibilities of the Joint Staff (JS), Services, Combatant Commands (CCMD), transportation component commands, and other agencies engaged in mobilization planning. The mobilization annex of the Joint Strategic Capabilities Plan (JSCP) guides the Army and CCMDs in preparing mobilization plans.

b. AR 500-5, Army Mobilization. Army mobilization is a complex activity. To understand how the Army mobilizes, an individual requires knowledge of the authorities for mobilization, the process actors and the sequence of activities necessary to bring a unit or Soldier onto active duty.

c. HQDA EXORD 230-16 supersedes HQDA EXORD 266-12, DTG 012125Z Aug 12, Authorizes Reserve Component (RC) Commanders, Accessing the Reserve Components,

d. DoD Instruction 1235.12 (Accessing the Reserve Components), applicable to Presidential



Executive Orders, Department of Defense and Army Policies is the implementation regulation and instruction of laws and US Code to activate or mobilized Reserve and the Individual Ready Reserve to active duty. Such RC support includes, but is not limited to, sustained operational missions, emergent operations, contingency operations, and service during national emergencies or in time of war.

e. Army Directive 2017-09 (Management of the Individual Ready Reserve) outlines a priority of effort that enables mobilization readiness in support of our National Security Strategy. The Individual Ready Reserve (IRR) are individual Soldiers who are train in a military occupational specialty (MOS), through their service in the active forces or in the Selected Reserve, and are available for mobilization in time of war or national emergency.

Prescribed **Mobilization and Support Authority for RC Support ASA M&RA 2018**

LEGAL AUTHORITY	PURPOSE	TYPE	CATEGORY	COORDINATION	REMARKS
10 USC 12301(a)	Full Mobilization [WWI, WWII]	Involuntary	Mobilization	Requires Congressional declaration of war or national emergency. Includes all Reserve categories	No number limitation. Duration of war/emergency + 6 months
10 USC 12302	Partial Mobilization [ONE, OEF, OIF]	Involuntary	Mobilization	Requires Presidential declaration of national emergency	Not more than 1M Ready Reserves. Up to 24 consecutive months
10 USC 12304	Presidential Reserve Call-up (PRC) [OUA]	Involuntary	Mobilization	Support of named operational mission. Emergency response limited to WMD or terrorist attack or disease. Not natural or manmade disaster. Congressional notification.	Not more than 200K Selected Reserves, including up to 30K IRR. No longer than consecutive 365 days.
10 USC 12304a	Military Reserve Emergency Activation	Involuntary	Mobilization	Determined by SecDef. Governor request. Response to major U.S. disasters or emergencies	No number limitation stated. No longer than 120 continuous days. USAR ONLY; does not apply to National Guard.
10 USC 12304b	Combatant Commander Preplanned Missions	Involuntary	Mobilization	Determined by Military Secretary. Augment the active forces for preplanned missions ISO CCMDs. Congressional notification.	Not more than 60K Selected Reserves. No longer than 365 days. Mission description and costs included in FY Defense Budget Materials.
10 USC 12301(d)	Operational Support/Additional duty [ADOS-AC (CO-ADOS, OP-ADOS, Admin-ADOS); ADOS-RC; FTNGD-OS; Title 10 AGR]	Voluntary	Support	Reserves & National Guard. Service Secretary Authority. Requires member's consent. Requires Governor's consent for NG members.	No number limitation stated. No duration stated.
32 USC 502(f)	Operational Support/Additional duty	Voluntary/Involuntary	Support	National Guard only. May include	Full-Time National Guard Duty

	[CCMRF; Counter-drug (32 USC 112); SWB; Title 32 AGR)]			operations or training missions directed by President or SecDef	(FTNGD)
10 USC 331	Insurrection [Federal Aid for State Governments]	Involuntary	Other	Presidential order. National Guard only	Federal Service (FS); Insurrection Act
10 USC 332	Insurrection [Enforce Federal Laws]	Involuntary	Other	Presidential order. National Guard only	Federal Service (FS); Insurrection Act
10 USC 333	Insurrection [Major Public Emergencies]	Involuntary	Other	National Guard only. President determines. Congressional notification: 1) public violence beyond capabilities of state authorities; 2) condition obstructs execution of state or federal law	Federal Service (FS) to restore public order in the event of natural disaster, epidemic or other serious public health emergency, terrorist attack or incident; Insurrection Act.
10 USC 12406	Invasion	Involuntary	Other	Presidential order; National Guard only	Federal Service (FS); Insurrection and Rebellion

2–3. Reserve Components Statutory Foundation

a. Presidential Executive Orders, governed by DoD Instruction 1235.12, (Accessing the Reserve Components), applicable to Department of Defense and Army Policies is the implementation regulation and instruction of laws and US Code to activate, mobilized and deploy Selective Reserve and the Individual Ready Reserve (IRR) to active duty.

b. When the President has ordered members of the Selected Reserve and the IRR, to active duty, they will be activated or mobilized according to:

- (1) 10 United States Code (USC) 12301, Reserve Components (RC)
- (2) 10 USC 12302, Ready Reserve
- (3) 10 USC 12304, Selected Reserve and certain Individual Ready Reserve members

c. The period of active duty specified in initial orders to active duty will not normally exceed:

- (1) 400 days for 10 USC 12302
- (2) 365 days for 10 USC 12304 or 12304b
- (3) 120 days for 10 USC 12304a (30 days for 12304a [SECARMY Approval], >30 days requires SECDEF approval)

d. Units and individual Soldiers will normally demobilize from the same installation that processed them to active duty. Units or individual Soldiers ordered to active duty per 10 USC 12304 may be released from active duty prior to completion of the period of service for which ordered. Ordering units and members of the RC to active duty in accordance with sections 688,

12301(a), 12301(b), 12302, 12304, 12304a, 12304b, 12406, 331-333, or 335 of Title 10, United States Code (U.S.C.) (Reference(d)).

e. Ordering members of the RC to active duty with the consent of that member in accordance with 10 USC 12301(d) in crises, RC forces may be required immediately. The procedures in this instruction will determine if requirement to activation with less than 30 days' notice is warranted.

f. An order to active duty pursuant to 10 USC 12304a will not exceed 30 days without SECDEF approval, and will not exceed 120 days, including any training required for the anticipated mission duties and accrued leave.

Section III

The Mobilization Process

2-4. Process

a. The G-3/5/7 is responsible for developing Army mobilization and operations policy and guidance, developing priorities for mobilization of reserve component (RC) units, directing the call-up of RC units and preparing them for deployment, and establishing, publishing, and maintaining AMS.

b. Based on the statutes and authorities cited above, the Army has the ability to involuntary mobilize RC units and Soldiers in support of approved force requirements. The following process outline applies to mobilization under 10 USC 12302, 12304 and 12304b.

c. The Army mobilization process begins with a CCMD or service requirement. CCDRs request forces through the Joint Staff to support requirements in their theater. When FORSCOM provides Soldiers/units, the mobilization process begins. Statute and DOD policy establish the timelines associated with involuntary mobilization of units and the process of bringing the unit onto active duty. DOD has goals for timelines and requires notification when the Army cannot meet the goals or must request SECDEF approval for changes outside of required timeline activities.

d. In general, the Army goal is to provide notification to RC units as far out as practical for rotational requirements (up to 24 months in some cases) and as soon as possible for emergent requirements.

e. The DOD standard for approval of an activation order under involuntary activation authorities is at least 180 days before activation date for base GFMAP, rotational and pre-planned requirements, and 120 days for standard emergent requirements (DODI 1235.12).

f. The SECDEF must approve any involuntary activations where the approval date will occur less than 60 days from the activation date, except for Reserve Emergency activation under 10 USC 12304a, (SECDEF Memo, Subject: Delegation of Authority to Certain Involuntary Activation of Reserve Component Units). Delegates authority to approve involuntary mobilizations through the OSD Notification Matrix for units with 60 or more days for the

activation date instead of SDoB .

g. Publishing orders for involuntary mobilization is done as far in advance as practical. Most RC forces receive at least 30 days' formal notification to prepare for activation. However, should the operational situation warrant it, and upon approval of the SECDEF, 'same day' orders can be approved and issued.

h. In practice, unit mobilization orders are generally issued at least 12 months out for rotational forces, with individual Soldier orders issued from 6 to 1 month out from activation date. Where Soldiers are identified late for mobilization or are do not meet activation standards until later, the individual mobilization orders may be issued the same day as the Soldier's report date to active duty.

2–5. Mobilization Automation Systems

a. MOBCOP, the Mobilization Common Operating Picture business process suite of applications. The majority of the process is performed in the application within MOBCOP called DAMPS – Department of the Army Mobilization Processing System (DAMPS).

Tour of Duty will help you find a requirement.
Units request, review, approve and order by HQDA G-3/5/7

b. DAMPS is a Secret Internet Protocol Router network (SIPRnet) hosted business process application that takes a force request for a unit mobilization from initiation, through required DA staff review and to the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA M&RA), the Army principal delegated the authority to order units to involuntary mobilization.

Section IV Employment Activities

2–6. Theater Employment of RC Forces

The supported commander as directed employs the mobilized or activated RC forces. Once deployed, RC and AC forces are functionally identical as part of the theater assigned force. The unit Boots on Ground (BOG) period is determined by the established service rotation policies. One consideration that AC commanders must recognize is the RC force period of service is strictly limited by the duration of the unit and Soldier's mobilization and RC forces must be release from theater in time to conduct required demobilization and out-processing activities. CONUS Mission Support. Contingency operations may require RC support from CONUS mission locations. Such support may include MFGI mobilization support operations, augmentation of AC missions or reach back support to deployed commands.

Section V Manning of Mobilizing Units

2–7. Manning the Active Component

a. Ensure all units are not directly manage by AHRC, as outlined in the manning guidance. If cross leveling cannot achieve the specified floors, Commands must notify AHRC.

(1) Senior Mission Commanders are responsible for ensuring fill of their co-located subordinate units.

(2) AHRC will fill geographically separated/dispersed elements from the Parent Brigade level Headquarters through inbound assignments or by cross-leveling on the installation.

b. The Active Component Manning Guidance (HQDA EXORD 165-16) dated 5 April 2016 sets forth the guidance for manning deploying AC units. Highlights include:

(1) **Cross-leveling in deploying AC Units** to ensure all deploying elements not directly managed by AHRC are sufficiently manned as outlined in the manning guidance. If cross leveling cannot achieve the specified floors, Commands must notify AHRC. Senior Mission Commanders are responsible for ensuring fill of their co-located subordinate units. AHRC will fill geographically separated/dispersed elements from the Parent Brigade level Headquarters through inbound assignments or by cross leveling on the installation.

(2) **Manning of AC Deploying Force** will be targeted for fill IAW Annex A of the manning guidance. Under no circumstance, will a unit drawdown below mission capable status unless approved by HQDA G-3/5/7. Submit ASCC requests for distribution action to HQDA G-3/5/7, DAMO-ODO and must include a statement that internal distribution actions would require draw down of an active Army unit below current directed strength management levels.

(3) **Manning of rotational forces for non-hostile fire pay areas** (Korea and European Defense Initiative (EDI)) is executed in accordance with HQDA EXORD 154-16 Rotational Business Rules.

2–8. Manning of Reserve Component (RC)

a. ARNG and USAR are not authorize to cross-level between COMPOs; cross leveling between USAR MSCs requires CG, USARC approval. Cross leveling is to be complete prior to the effective date of mobilization for the alerted RC units.

(1) **Cross-leveling of Non-Alerted Units.** Reserve Component (RC) units not on alert are permitted to involuntary cross-level consistent within the reasonable-commuting-distance limitations found in AR 135-91, and AR 140-10.

(2) **Reasonable commuting Distance.** If a RC Soldier is involuntarily cross-leveled to a unit outside of the reasonable commuting distance (as that term is defined in AR 140-10, he or she must be afforded the opportunity to conduct rescheduled Inactive Duty Training (IDT) within a reasonable commuting distance from his or her residence. Limitation is not applicable to IDT where the Army provides the RC Soldier with transportation, quarters, and subsistence relative to such training.

(3) **Cross-leveling Non-Alerted to Alerted Units.** National Guard State Adjutants

General (TAGs) and the Commander, U.S. Army Reserve Command (USARC) have the authority to cross-level RC Soldiers (voluntarily or involuntarily) from any unit within their command prior to mobilization in order to increase personnel readiness of an alerted or sourced unit.

(4) **Non-deploying units.** However, will not be decremented below the minimum acceptable personnel readiness levels in accordance with AR 200-1.

(5) **A Sourced Unit.** Fills theater or CCMD operations support requirement and has the highest priority for resourcing. They are referred to as Deployment Expeditionary Force (DEF) units and primarily identified during sourcing conferences (DA/FORSCOM/CENTCOM). As requirements change, other units commonly referred to as Contingency Expeditionary Force (CEF) or Ready Expeditionary Force (REF) are identified as sourced units to fill these additional requirements.

(6) **Filling Units Prior to Deployment.** If FORSCOM provides mobilization requirement to an RC, the unit initiates the mobilization process, (EXORD 230-16, DTG 012125Z Aug 12, Accessing the Reserve Components). The readiness deployment criterion for RC units is deployment at Assigned Mission Manning (AMM) Level 1 (90-100%) of Mission Required Strength (MRS).

b. The number is normally the unit's MTOE Required Strength, however specific theater tailored requirements may be developed by the Combatant Commander and validated by the tasked force provider (FORSCOM, USASOC, USARPAC or USAREUR) and approved for fill by OSD.

c. ASA (M&RA) further defines **mission required strength** as the approved strength of a unit mission tasking requirement, as it exists, on the approved unit mobilization packet or AC deployment order (specific to a unit identification code).

Commands must request IRR fillers as soon as possible after receipt of DA Mobilization orders, preferable within 120 days. Submit through command channels and validated by force providing command (FORSCOM, USARPAC, USAREUR)

2-9. Individual Ready Reserve (IRR)

a. The IRR is a manpower pool consisting of individuals who have had training and have previously served in the Active Army or Selected Reserve. It is comprised of Soldiers who must fulfill their Military Service Obligation (MSO) under Section 651 of Title 10 USC, Soldiers fulfilling a service obligation incurred via contract, and those who have fulfilled their MSO and who voluntarily remain in the IRR.

b. IRR Soldiers are subject to involuntary active duty (AD) for training and fulfillment of mobilization requirements, in accordance with Sections 12301(a) and 12302 of 10 USC. Consider IRR Soldiers immediately available when ordered to AD under Section 12301(a) or 12302 of 10 USC, or other applicable provisions of law authorizing the order of the Ready Reserve to AD.

c. Per DODI 1235.12 once deploying RC units identify shortages, the component manager will use available resources to include use of volunteers, task organizing at the unit level, and cross-leveling Soldiers out of non-deployable units.

d. IRR Soldiers ordered to AD who would like to delay or be exempt from AD will follow the procedures outlined in AR 601-25 (Delay in Reporting for and Exemption from Active Duty, Initial Active Duty Training, and Reserve Forces Duty), chapter 4.

e. **Use of Individual Ready Reserve (IRR) Soldiers.** The first priority for using IRR Soldiers is to fill deploying units. ASA (M&RA) must approve Involuntary IRR mobilization and forward to SECDEF for notification, prior to HRC publishing orders to mobilization.

f. IRR Soldiers in-process through MFGI or an ATC. Training includes:

- (1) Medical screening
- (2) Warrior Tasks Training (WTT)
- (3) Complete MOS/AOC refresher training
- (4) Theater Specific Individual Readiness Training (TSIRT)
(<https://www.bliss.army.mil/CRC/>)
- (5) SRP
- (6) Equipment issue

g. The force provider will confirm that the request is a valid G-3/5/7 requirement (i.e. mobilizing unit) and will utilize other options for personnel fill (e.g., cross leveling). The force provider will:

- (1) Submit the IRR request to HRC
- (2) HQDA G-1 DMPM-Mobilization Division
- (3) ASA (M&RA) for approval
- (4) HQDA G-1 will forward to SECDEF for notification, prior to orders publication.

h. Once mobilized, the requesting component will utilize these IRR Soldiers, even if additional resources become available to the requesting command.

i. CONUS Mission Support. Contingency operations may require RC support from CONUS mission locations. Such support may include MFGI mobilization support operations, augmentation of AC missions or reach back support to deployed commands.

2-10. ARNG Title 32 AGR Soldiers

a. Mobilized Title 32 (ARNG) AGR. Soldiers will be released from Full-time National Guard Duty (FTNGD) the day before mobilization with their unit of assignment. Soldiers' current AGR orders will be amended to show the new end dates of their AGR tours.

(1) Each mobilized AGR Soldier will be issued a Certificate of Release or Discharge from Active Duty (DD Form 214).

(2) The Separation Program Designator code will be "MBK", narrative will be "completion of required active service", RE code will be "1", and the authority will be the statutory authority under which the mobilization is being conducted, such as "10 USC 12302".

b. Accountability of Title 32 AGRs on mobilization date will be against the numbers of Soldiers authorized mobilization under 10 USC 12302.

c. Mobilized AGRs are counted against AGR end-strength. Upon demobilization, these personnel will revert to a Title 32 AGR status. Soldier will remain on the Active Army Pay System during mobilization.

d. ARNG AGR Soldiers may volunteer for transfer to a mobilizing unit, however, unit commanders and/or State Adjutants General (TAGs) must approve/disapprove such requests. Normally, such request should be denied so that the quality of the full-time support of later-mobilizing units will not be degraded.

e. **Involuntary Separation Actions for a Title 32 AGR Soldier.** If a Title 32 AGR Soldier is pending involuntary separation actions due to non-selection by the Active Service Tour Continuation Board (ASTCB) and they have reached their retention control point (RCP), they will continue to process for separation if they have begun transition leave prior to publication of the unit alert order by HQDA.

2-11. ARNG Title 10 AGR Soldiers

Upon request by the Adjutant General, Title 10 AGR Soldiers (ARNG) can be ordered to mobilize and deploy with a specific unit from their home station. The Title 10 AGR Soldier will prepare a DA Form 4187 to request release from Title 10 AGR duty status in order to mobilize and deploy with a unit. Prior to demobilization, the Title 10 AGR Soldier is required to contact their designated assignments officer to begin the process for their return to Title 10 AGR duty status.

2-12. Full-Time National Guard Duty for Operational Support (FTNGD-OS) to Attend SRP

States are authorized to place ARNG Soldiers on FTNGD-OS in order to attend Soldier Readiness Processing (SRP) with their gaining unit. This will provide the requisite per diem and travel fund authorization permitted by regulation.

2-13. Inactive National Guard (ING)

a. Soldiers in the ING are members of the ARNG Ready Reserve and are subject to involuntary call-up and deployment as determined by the SECARMY under 10 USC 12302 or 10

USC 12304 and per DOD Directive 1200.7, paragraph 4.2.

(1) Soldiers will be briefed when they enter the ING program that they are subject to mobilization. Upon alert orders, commanders will contact ING Soldiers and notify them that they are being mobilized. They should return to an active (paid drill) status prior to their unit's M-Day.

(2) ING Soldiers may be involuntarily cross-leveled to any alerted unit within the State, even if their own unit is not alerted, mobilized or deployed. ING Soldiers must be placed in an active status prior to assigning them to the alerted unit. They cannot be assigned to the alerted unit while still in the ING.

b. RC Unit Stop Loss, when applicable, affects ING Soldiers who are assigned or cross-leveled to alerted/mobilized units.

(1) Soldiers approaching ETS: The unit will have five days in which to capture and track each Soldier's "real time" ETS/ESA/Retirement date when the unit is alerted.

(2) If RC Unit Stop Loss is in effect, SIDPERS-ARNG will be "top-loaded" with the date of 31 December 2031.

2-14. Time Allocation

a. ARNG, National Guard Regulation (NGR) 600-100 (Commissioned Officers – Federal Recognition and Related Personnel Actions) and NGR 600-200 (Enlisted Personnel Management) will be used in executing assignments and reassignments during the alert phase prior to the effective date of mobilization.

b. USAR commands follow guidance in AR 140-10 (Assignments, Attachments, Details, and Transfers). Although the AR will attempt to complete all cross-leveling actions early in the alert period, cross-leveling reassignments will continue after M-date until the unit achieves deployment criteria.

c. CS and CSS units in support of contingency operations (OIF/OEF) will deploy at 95-100% of authorized strength.

2-15. Personnel Supplemental Fill (Passback)

Passback is the process for the RC to request AC personnel to fill RC shortages. RC deployed units should not exceed AC deployed fill rates using Passbacks. Requirements for shortage skills passed back from the RC to the AC are at a percentage consistent with the average for deployed AC units. For instance, if 35F NCO fill of deployed AC units is 85%, then RC units will not exceed 85% using "passback" 35F AC Soldiers.

REFERENCES:

Army Directive 2017-09

Management of the Individual Ready Reserve

AR 500-5

Army Mobilization

AR 601-25

Delay in Reporting For and Exemption from Active Duty, Initial Active Duty Training, and Reserve Forces Duty

AR 600-8-101

Personnel Readiness Processing

AR 614-30

Overseas Service

DA PAM 600-8-101

Personnel Processing Procedures

DODI 1235.12

Accessing the Reserve Components

HQDA EXORD 202-16

Accessions Occupational Physical Assessment (OPAT)

(This supersedes HQDA EXORD 266-12, DTG 012125Z Aug 12, and ALARACT 100/2005, DTG 190128Z May 05.)

Joint Publication (JP) 4-05

Joint Mobilization Planning

Statute	Utilization Process	Intended Use	Requirements
Involuntary			
Section 12301(a) of Reference (d) Full Mobilization	Congressional Declaration of War or National Emergency	Rapid expansion of Military Services to meet an external threat to national security	-No personnel limitation -Duration of war or national emergency plus 6 months -Applicable to all reservists (including inactive and retired)
Section 12302 of Reference (d) Partial Mobilization	Presidential Declaration of National Emergency	Manpower required to meet external threat to national security or domestic emergency	-Maximum 1,000,000 Ready Reservists on active duty -Not more than 24 consecutive months
Section 12304 of Reference (d) Presidential Selected Reserve Call-Up	President determines RC augmentation is required other than during war or national emergency	Augment the active forces for any named operational mission, or to provide assistance for responding to an emergency involving the use or threatened use of a weapon of mass destruction, or a terrorist attack or threatened terrorist attack in the United States that could result in significant loss of life or property	-Maximum 200,000 members of Selected Reserve/Individual Ready Reserve on active duty -May include up to 30,000 Individual Ready Reserve -Limited to 365 consecutive days active duty -Prohibited for support of federal government or a State during a domestic serious natural or man-made disaster, accident or catastrophe -Prohibited for use in repelling invasions; suppressing insurrections, rebellions, domestic violence, unlawful combinations, or conspiracies; or executing U.S. laws
Section 12304a of Reference (d) Reserve Emergency Call-Up	Secretary of Defense authority in response to Governor's request for federal assistance in accordance with section 5121 et. seq. of Title 42, U.S.C. (Reference (z)(aa)); Presidential determination of major disaster or emergency required	Manpower required for response to a major disaster or emergency in the United States and its territories	-No personnel limitation -Limited to continuous period of not more than 120 days -Does not apply to National Guard or Coast Guard Reserve - Secretaries of the Military Departments may approve 12304a activations provided the orders are 30 days or less in duration.
Section 12304b of Reference (d) Reserve Preplanned Call-Up	Secretary of Military Department authority to order any unit of the Selected Reserve to active duty for pre-planned and pre-budgeted missions	Augment AC for any preplanned missions in support of CCMD requirements	-Maximum 60,000 on active duty at any one time -Limited to 365 consecutive days -Manpower and costs are specifically included and identified in the submitted defense budget for anticipated demand -Budget information includes description of the mission and the anticipated length of time for involuntary order to active duty -Secretary invoking section 12304b of Reference (d) must submit to Congress a written report detailing circumstances of the call-up
Section 12301(b) of Reference (d) 15-Day Statute	Service Secretary authority to order to active duty without consent of persons affected	Annual training or operational mission	-15 days active duty once per year; Governor's consent required for National Guard
Voluntary			
Section 12301(d) of Reference (d)	An authority designated by a Service Secretary may order a RC member to active duty with consent of the member	Active duty in excess of annual training requirements. May be used for training, special work, operational support, etc.	-No set duration -Consent of the governor or other appropriate authority of the State concerned required for members of the National Guard

Mobilization and Execution Process

MOBLIZATION PHASE	PHASE I Pre-Mob	PHASE II Alert	PHASE III Home Station	PHASE IV Mobilization Station (MS)	PHASE V Alert
PRIMARY ACTIVITY LOCATION	Home Station (Armory or USAR Center)	Home Station (Armory or USAR Center)	Home Station (Armory or USAR Center)	MS	Air or Sea Port
ACTIVITY DURATION (DAYS)	As Time Permits	3 to 7 Days	3 Days	10 to 180 Days	1 to 2 Days
PRIMARY ACTIVITY	<ul style="list-style-type: none"> • Mobilization Planning • Training • SRP 	<ul style="list-style-type: none"> • Unit Recall • Mobilization Order Prep • Personnel Screening • Equip & Records Check 	<ul style="list-style-type: none"> • Continue SRP • Inventory Equipment • Cross-level Personnel & Equipment • Load for Movement • ADVON to MS 	<ul style="list-style-type: none"> • Move to PPP • Complete SRP • Conduct Training • Complete Cross-level • Complete Validation • Load for Movement 	<ul style="list-style-type: none"> • Move to POE • Load Transport • Deploy
OUTCOME	Planning	Notification	Preparation	Validation	Deployment

ADVON: Advance Echelon
 USAR: United States Army Reserve
 POE: Point of Embarkation
 PPP: Power Projection Platforms
 SRP: Soldier Readiness Processing

Chapter Three

Deployment / Redeployment

Section I Introduction

3-1. Purpose

To provide guidance, business practices, and policy for all personnel deploying to and redeploying from a theater of operation. This includes Active Army and Reserve Component (RC) Soldiers (ARNG and USAR), appropriated/non-appropriated DA Civilians, contractors, Army and Air Force Exchange Service (AAFES) civilian personnel, Red Cross volunteers, and any member of the other Services deploying or re-deploying in support of OCO or any other contingency operation.

3-2. Deployment Eligibility

Deployment eligibility is determined in accordance with regulations prescribed by the Secretary of the Army.

3-3. General Guidance

All military personnel must meet Soldier readiness standards in accordance with [AR 600-8-101](#), Personnel Readiness Processing (this regulation used to be called "In-, Out-, Soldier Readiness, and Deployment Cycle). All DA Civilians must comply with the requirements of AR 690-11, Use and Management of Civilian Personnel in Support of Contingency Operations, and DA PAM 690-47, DA Civilian Employee Deployment Guide. AR 715-9, Operational Contract Support Planning and Management, governs the deployment and redeployment of contractors authorized to accompany the force.

Section II Managing and Preparing for Deployment and Redeployment

3-4. Voluntary Separation Actions

a. If pending voluntary separation, discharge, or transfer to the Individual Ready Reserve (IRR) or the Retired Reserve, for other than maximum age or other disqualifying reason, the



voluntary action must be effective prior to the unit/individual's mobilization date. The chain of command will handle voluntary and involuntary separations on a case-by-case basis situation, as they occur.

b. Voluntary Separation Actions include Title 32 Active Guard-Reserve (AGR) Soldiers who have been non-selected by the Active Service Tour Continuation Board (ASTCB) and who have elected to retire. They must begin transition leave prior to publication of the unit alert order by HQDA. These Soldiers will continue to process for separation.

3–5. Deployment Packets

a. All deploying personnel will have a deployment packet prepared prior to departure from home station.

(1) AC Units and Individuals. The home station will initiate and complete deployment packages for AC units and individuals. All packets will be filed in iPERMS, in electronic format.

(2) RC Units and Individuals. RC units will initiate the deployment packet. All National Guard packets are contained within iPERMS, in electronic format. Mobilization stations will complete packets for RC units and individuals. Processed and finalized DA Form 7425 (Readiness and Deployment Checklist) will be put into iPERMs.

(3) DOD/DA Civilians. Supervisors of DOD/DA civilians and Civilian Personnel Administration Center (CPAC) offices will initiate and complete deployment packets for deploying Civilians. The CONUS Replacement Center (CRC) will complete deployment packets for civilians deploying. The supervisor, CPAC, and CRC will retain copies of deployment packets. DA PAM 690-47 (DA Civilian Employee Deployment Guide) provides specific guidance on additional documents that may be applicable.

(4) Contractors. As part of the deployment processing for contractor employees, CRC will screen contractor personnel records, conduct theater specific briefings and training, issue theater specific clothing and individual equipment, verify that medical requirements (such as immunization, DNA screening, HIV testing and dental examinations) for deployment have been met, and arrange for transportation to the theater of operations. It is the responsibility of the contractor to ensure its employees receive all required processing information.

b. Mobilization Station. The servicing home station Military Personnel Office (MILPO)/Military Personnel Division (MPD)/Medical Treatment Facility (MTF), parent unit/agency, or MFGI will ensure all documents for movement are in iPERMS. The MFGI will review the deployment/mobilization folder within iPERMS to verify that all required documentation is contained in the Soldier's record.

(1) The following documentation is required:

(a) Mobilization packet.

(b) Process relevant finance documents in iPERMS.

(c) DA Form 7425 (Readiness and Deployment Checklist).

(d) All documents required for [DA Form 7425 \(Readiness and Deployment Checklist\)](#) must be included with Military Packet.

(e) Individual Mobilization Packet Civilian.

(f) DA PAM 690-47 (DA Civilian Employee Deployment Guide) Contractors.

(g) MOS Administrative Retention Review (MAR2)/Medical Duty Review Board (MDRB) determination or documentation of waiver approval by Military Medical Review Board Convening Authority (MMRBCA) for Permanent 3 or 4 PULHES physical profiles.

(h) Updated Retirement Points Statement, and if applicable, copy of 20-year letter.

(2) These documents are required in the event of an unfit finding by the Physical Disability Evaluation System.

(a) Mobilization Finance Packet.

(b) Mobilization orders.

(c) Form W-4 (Employees Allowance Withholding Certificate) if a change of marital status or exemptions is required or if the Soldier desires to change the amount of additional Federal Tax Withholding.

(d) Approval letter from DFAS for secondary dependency. Documents include marriage certificate, divorced decree, birth certificate(s), and child support court order.

(e) DD Form 2367 (Overseas Housing Allowance (OHA) Report, Individual) to establish OHA entitlement for Soldiers called from an OCONUS location.

(f) DA Form 4187 (Personnel Action) for CONUS and OCONUS cost of living allowance (COLA) entitlements.

(g) DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance (FSA)) to establish Family Separation Allowance.

(h) Orders to pay incentive or special pay.

(i) Requirements for Civilian Packet.

(j) DA Form 7425 (Readiness and Deployment Checklist).

(k) DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) or other applicable movement orders.

(l) DD Form 93 (Record of Emergency Data).

(m) DD Form 2365 (DoD Expeditionary Civilian Agreement Emergency-Essential Positions and Non-Combat Essential Positions). DA Civilians occupying emergency essential positions will bring a copy of their signed agreement to the deployment site.

(n) DD Form 2766 (Adult Preventive and Chronic Care Flow Sheet).

(o) Medical Pre-Deployment Questionnaire.

(p) Automated Employee Master Record (EMR)/printout SF 76A, Registration and Absentee Ballot Request - Federal Post Card Application.

3–6. CONUS Replacement Center ([CRC](#))

a. The [CRC's](#) mission is to receive and process individual non-unit related personnel (NRPs), civilians, and contractors for deployment to and re-deployment from the theaters of operations. The Army currently operates one CRC at Fort Bliss, TX. Official mailing address: CONUS Replacement Center (CRC) 1733 Pleasanton Road, Building 1007, Fort Bliss, TX 79916. Website address: <https://www.bliss.army.mil/CRC/>. All deploying personnel (military, Civilian and contractor) will now use this website to make reservations online – this site replaces the previous email reservation process. This website provides practical information for the NRP individual on what is required before arrival at CRC, on what is expected at CRC, and on returning back to CRC from theater (redeployment) as well as specific information for each theater of operation. The site also contains instructions on how to prepare exception to policy (ETP) requests and includes a template for preparing a memorandum for such requests.

CRC Operations

For questions or concerns relating to CRC **processing**.

24 hour 7 days per week operations

usarmy.bliss.5-ar-bde.mbx.crc-s3-op@mail.mil

Desk: 915-568-6296

Alt: 915-568-6694

Alt2: 915-568-6231

DSN: 312-978-6296

b. CRC Exception Policy:

(1) Temporary Duty (TDY) in theater 30 days or less are the only exception to CRC attendance and processing. These individuals will follow the direction of AR 55-46 (Travel Overseas), Chapter 8.

(2) TDY of 31 days or greater will follow the guidelines herein and process through the CRC.

3–7. Redeployment and Demobilization of RC Individual Replacements

a. *Redeployment timeframe.* Replacement Soldiers will redeploy with the unit to which they are assigned as a replacement regardless of time remaining on their mobilization orders unless the replacement Soldier has received orders to remain in theater to fill another valid requirement. He or she may request orders by submitting a CO-ADOS packet.

b. *CRC/MOBSTA coordination.* In cases where Soldiers mobilized through a CRC or a different mobilization station, the demobilization station will coordinate with the CRC/mobilization station to transfer individual mobilization files and to reconcile OCIE accounts. When CONUS based replacements are assigned to OCONUS based units, the Soldiers will redeploy to the appropriate CONUS-based CRC/mobilization station for demobilization

processing.

3–8. Personnel Tempo (PERSTEMPO)

a. PERSTEMPO is a congressionally mandated program, directed by the Office of the Secretary of Defense (OSD). The PERSTEMPO functionality in eMILPO is an integrated system used by all three Army components. It is the Army's method to track and manage individual rates of deployment (time away from home), unit training events, special operations/exercises and mission support TDY(s). The integration of Component data gives the Army a consolidated view of its deployment across all components and enables Army organizations to track and report individual deployments.

b. The High Deployment Per Diem (HDPD) and General Officer Management were put on hold due to the National Security Waiver signed 8 Oct 2001, and remains suspended until further notice. Field and headquarters organizations will continue deployment data tracking and reporting in order for the Army to assess the deployment posture of Soldiers accurately. PERSTEMPO events will be input by eMILPO users in a timely manner. In most instances, PERSTEMPO events should be entered prior to departure on TDY, operational deployment, exercises, unit training, or hospitalization away from duty station.

c. When the unit departs, every deploying member must be reported through PERSTEMPO. Ensure accuracy in ENTRY. Request copies of all orders, deployment, TDY, pay vouchers, enter dates as shown on the documents.

Section III Theater Specific Requirements

3–9. Theater Specific Individual Requirement Training (TSIRT) for the U.S. Central Command (USCENTCOM) Area of Responsibility (AOR)

All personnel will execute the below training requirements prior to deployment to CENTCOM (click here for [TSIRT Requirements Sheet](#)):

a. *Pre-Certification.* The first O-6 or civilian equivalent in the rating chain may verify the training status on the pre-certifiable requirements by submitting the [TSIRT Pre-certification Memorandum](#) (instructions for completing the memo are included). The Contracting Officer's Representative (COR) will verify the training status on the pre-certifiable requirements for contractors. All are encouraged to have pre-certification complete prior to arrival at the CRC. If not complete, personal time will be limited. Individuals who arrive at the CRCs without pre-certification will receive the required training at the CRC.

b. *Online Training.*

(1) Individuals can access online training at <https://atiam.train.army.mil/soldierPortal>. Each individual accessing this site must have an AKO username and login to gain access. Once logged onto the site, click on the link labeled "What's Hot" located under the Alerts section; click on "Theater- Specific Individual Requirement Training Course". Successful completion of each block of instruction provided on this website will render the user a self-

certifying completion certificate. An O-6 or civilian equivalent in the rating chain is NOT required to verify the training status for instruction completed on this website. Individuals must bring copies of their certificates with them to the CRC.

(2) Individuals with a “sponsored” AKO account will not be able to access all training modules (OPSEC, Heat Injury, EO/POSH, and Report Intel Info). Verification of training by CRC prior to deployment of Soldiers is required.

c. Personnel Recovery Training.

(1) All personnel traveling OCONUS on leave, TDY, or a deployment must complete a Pre-OCONUS Travel File Program Survey ([PRO-file](#)), which creates a digital ISOPREP File in the Personnel Recovery Mission Software (PRMS) database. Soldiers and Army civilians will review their ISOPREP within 90 days of traveling OCONUS.

(2) Theater entry requirements vary. Use the FORSCOM Pre-deployment Guidance ISO CCMDS to determine individual requirements, accessed through AKO at <https://www.us.army.mil/suite/page/592726>.

(3) MFGI Commanders will validate Personal Recovery (PR) requirements for units/individuals at Force Generation Platforms (FGP) and CONUS Replacement Centers (CRC) prior to deployment. References: Army Regulation 350-1 (Army Training and Leader Development), Army Regulation 525-28 (Personnel Recovery), [Field Manual 3-50.1 \(Army Personnel Recovery\)](#), and FORSCOM pre-deployment guidance.

3–10. Theater Specific Individual Requirement Training (TSIRT) for the U.S. Africa Command (USAFRICOM) Area of Responsibility (AOR)

All Army Soldiers, Department of the Army (DA) Civilians, and DA contractor that travels or deploys to Africa must complete the training requirements accessible through Army Knowledge Online (AKO) <https://www.us.army.mil/suite/page/62243>. U.S. Army Africa (USARAF) training requirements must be completed to standard prior to entering Africa. Email completed USARAF Training Certification Worksheet signed by the first O-6 in chain of command to the USARAF Operations Management Center before travel to USARAF.OPS@EUR.ARMY.MIL or call DSN 314-635-4374//4377 or (39) 0444-71-4374 if there are questions.

a. Europe-based CRC. Army Individual Augmentees (IAs) with a Permanent Duty Station in Europe are eligible to conduct pre-deployment processing with their assigned unit, and TSIRT at Grafenwoehr, Germany, in lieu of traveling to and conducting pre-deployment certification at a CRC in CONUS. IAs should discuss this option with their G-3/S-3 training section. If attendance at Grafenwoehr is not possible for any reason, the IA must attend a CRC in CONUS.

b. IAs will redeploy back through the same deployment site upon completion of their tour of duty. Exceptions are Soldiers redeploying with a unit to which they have been assigned or attached OCONUS. Requests to amend an order’s re-deployment site routes from IA/unit through USARAF and to First Army for consideration.

c. USAFRICOM Theater Entry Requirements.

(1) The CCDR (CDR, USAFRICOM) determines the theater entry requirements for the USAFRICOM area of responsibility (AOR). These entry requirements pertain to all DOD military, civilian and contractor personnel traveling in any capacity to and within the USAFRICOM AOR.

(2) Review the Foreign Clearance Guide (FCG) for each country:

(a) Located on NIPR at: <https://www.fcg.pentagon.mil>

(b) Located on SIPR at: <http://www.fcg.pentagon.smil.mil>

(3) Complete all Mandatory Training Requirements: All Army Soldiers, Department of the Army (DA) Civilians, and DA contractors that travel or deploy to Africa should visit the Foreign Clearance Guide (FCG – <https://www.fcg.pentagon.mil>) for the destination country(ies) and complete mandatory training outlined in Section III, Paragraph 2c.

(4) Within 12 months: Submit or review Electronic ISOPREP on SIPR's PRMSGLOBAL website: SIPR at <https://prmsglobal.prms.af.smil.mil> or NIPR at <https://prmsglobal.prms.af.mil/prmsconv/Login/start.aspx>.

(5) MEDICAL. Travel Health Preparation.

(a) Medical assessment is required within four months of travel date.

(b) All persons – Soldiers, Civilians and contractors, must be aware of the health threat (disease, food, water, insects, HIV) in the USAFRICOM AOR. There are two websites that provide this information:

1. This site provides information on the health threat and requires CAC login – https://intellipedia.intelink.gov/wiki/USAFRICOM_Force_Health_Protection.

2. This site provides a general health travel brief for the USAFRICOM AOR: <https://www.intelink.gov/go/KxKFF2B>.

(6) Aircraft and Personnel Automated Clearance System (APACS) request at <http://apacs.milcloud.mil/apacs/> or <https://apacs.milcloud.smil.mil> (must register for account either system).

d. If the above USAFRICOM sites cannot be accessed, then establish an Intel Link account at <https://www.intelink.gov>.

e. For information on USAFRICOM APACS requests and other requirements or applicable information, visit: <https://intelshare.intelink.gov/sites/usarafa-DSR/SitePages/Theater%20Entry%20Main.aspx>, or, call the USARAF Watch/Theater Entry Desk: DSN 314-637-1899/1900 or Commercial +39-0444-66-1899/1900 (international access from the U.S. is 011/from Europe is 00).

3–11. Theater Specific Individual Requirement Training (TSIRT) for the U.S. European Command (USEUCOM) Area of Responsibility (AOR)

All military and DOD Civilian personnel will complete all pre-deployment requirements IAW AR 600-8-101 (Personnel Readiness Processing).

a. Non-unit Related Personnel (NRP). NRPs include members of the AC, RC, DA Civilians (appropriated and non-appropriated funded unless otherwise specified), DOD contractor personnel, AAFES employees, Red Cross workers and other service component members (Marine Corps, Navy, Air Force, and Coast Guard). Requests by other services or federal agencies for the use of Army CRCs by their personnel must also be approved by HQDA G-3/5/7 (DAMO-ODO).

b. Individual Redeployment. All personnel are required to redeploy back through the same deployment site upon completion of their tour of duty, except Soldiers who are redeploying with a unit to which they have been assigned or attached OCONUS. If a Soldier redeployes with a unit serviced by another MILPO, then that MILPO is responsible for informing the original MILPO of the Soldier's return and coordinate REFRAD and separation in eMILPO.

3–12. Theater Specific Individual Requirement Training (TSIRT) for the U.S. Indo-Pacific Command (USINDOPACOM) Area of Responsibility (AOR).

There is currently no TSIRT information for this CCMD AOR. Any future TSIRT for a theater of operations in this AOR will be posted in this paragraph.

3–13. Theater Specific Individual Requirement Training (TSIRT) for the U.S. Southern Command (USSOUTHCOM) Area of Responsibility (AOR).

There is currently no TSIRT information for this CCMD AOR. Any future TSIRT for a theater of operations in this AOR will be posted in this paragraph.

REFERENCES:

Army Directive 2017-09

Management of the Individual Ready Reserve

AR 55-46

Travel Overseas

AR 600-8-24

Officer Transfers and Discharges

AR 600-8-101

Personnel Readiness Processing

(formerly named "In-, Out-, Soldier Readiness, and Deployment Cycle")

AR 614-30

Overseas Service

AR 635-200

Active Duty Enlisted Separations

AR 690-11

Use and Management of Civilian Personnel in Support of Military Contingency Operations

AR 715-9

Operational Contract Support Planning and Management

DOD Instruction 1215.06

Uniform Reserve, Training, and Retirement Categories for the Reserve Components

DOD Instruction 1235.12

Accessing the Reserve Components

DOD Instruction 1400.32

DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures

EXORD 054-12

HQDA EXORD 054-12 ISO Army Transition, dated 292224Z Dec 11

PAM 690-47

DA Civilian Employee Deployment Guide

Chapter Four

Individual Augmentation and Active Duty Support – Requirements, Sources, and Processes



4–1. General

a. The purpose of this chapter is to provide guidance on individual augmentation (both voluntary and involuntary) of Soldiers, military retirees, and Department of the Army Civilians to fill requirements in support of national defense. This chapter gives an overview of:

- (1) Identification of requirements.
- (2) Personnel sources for fill (voluntary and involuntary).

(3) The processes for fills (voluntary and involuntary), including management controls and individual personnel qualifications.

b. Definition of Individual Augmentation (IA) – An IA requirement is an unfunded temporary duty position identified on a JMD by a supported component command to augment operations during contingencies. IA positions may be filled involuntarily or voluntarily by Active, Reserve, and retired personnel as an “individual augmentee”. An Army Reserve Individual Mobilization Augmentee (IMA) assigned to and filling a designated IMA billet is not an IA. *IA requirements are tracked using the Worldwide Individual Augmentation System (WIAS) and may be filled by individuals by an involuntary or voluntary order.*

c. Definition of Active Duty for Operational Support (ADOS) – ADOS is individual voluntary support to meet the short term needs of the Army for operational support, administrative support, or contingencies. ADOS tours must be justified in the best interest of organizations and the Army rather than interests of the Soldier. ADOS may not be used for individual training, hospitalization, or UCMJ activities. Organizations may not use ADOS as long-term personnel augmentation or to evade personnel manpower ceilings. *ADOS requirements are tracked in the Tour of Duty (TOD) system and may only be filled on a voluntary basis.*

4–2. Identification of IA Requirements

a. Requirement building, analysis, sourcing, and tracking of IA requirements is accomplished using the Worldwide Individual Augmentation System (WIAS), which is an

integrated information system used throughout the augmentation life cycle. WIAS is used by supported and supporting commanders to record, manage, and track HQDA validated IA requirements. HQDA G-3/5/7 uses WIAS to task Army Commands (ACOM), Army Service Component Commands (ASCC) and Direct Reporting Units (DRU) for IA requirements. (DA PAM 500-5-1)

b. Force requestors will build IA requirements in MOB COP Tour Of Duty in order to seek volunteers. In order to gain approval for IA fill, ACOMs, ASCCs and DRUs must follow the procedures outlined in CJCSI 1301.01 Appendix F *Individual Augmentation Planning and Procedures*, and DA Pam 500-5-1.

4-3. Identification of ADOS Requirements

a. Active Duty Operational Support – Reserve Component (ADOS-RC) and Full-Time National Guard Duty (FTNGD-OS) is performed in support of the Reserve Components and consists of a requirement for RC personnel supporting RC missions above and beyond the RC unit's normal mission (such as exercises, projects, conferences, etc.). These are limited to non-contingency missions. An RC para/lin must be identified for fill for this requirement. Active Component (AC) billets may not be used. ADOS-RC is paid from RPA (for ADOS-RC) or NGPA (for FTNGD-OS) funds.

b. Active Duty Operational Support – Active Component (ADOS-AC) consist of three categories: Administrative ADOS (ADMIN-ADOS), Operational ADOS (OP-ADOS), and Contingency ADOS (CO-ADOS). Soldiers performing ADOS-AC occupy an AC position during their AD period. ADOS-AC is paid from MPA funds.

c. All ADOS requirements must be filled by volunteers. A description of the project or mission and the action or directive which created the need for the tour will be included in the TOD request. The request must also include a statement explaining why the project or mission is important and why currently assigned personnel cannot perform or complete it.

4-4. Validation and Approval Authorities for Title 10 USC 12301(d) Active Duty for Operation Support Requirements

a. *ADMIN ADOS Requirements.* In accordance with AR 135-210, the DCS, G-1 validates ADOS requirements for non-contingency, operational support missions funded by the Military Personnel, Army (MPA) appropriation. The DCS, G-1 will use Tour of Duty (TOD) in validating ADOS requirements and approving Soldiers for fill against ADOS requirements. The DCS, G-1 revalidates and approves extensions of all ADOS requirements.

b. *CO-ADOS Requirements.* AR 135-210, the DCS, G-3 (DAMO-ODM) validates CO-ADOS requirements in support of contingency operations as defined in Title 10, USC, Section 101 (a)(13). The DCS, G-3 validates and approves specific Soldiers for fill against validated CO-ADOS requirements, as well as revalidate and approve extensions of all CO-ADOS extension requests. The DCS, G-3 will use the Department of the Army Mobilization Processing System (DAMPS) in validating CO-ADOS requirements and approving Soldiers for fill against CO-ADOS requirements. DAMPS information will be made available to HRC program managers to ensure there is an authoritative and reconcilable record of all CO-ADOS Soldiers.

4-5. Retiree Recall Requirements

Valid military retiree requirements will be determined based on existing and projected inventories of qualified Reservists in an active status in the Ready Reserve, the Inactive National Guard, or the Standby Reserve. Recall of military retirees will be used to fill Active Component shortages or to augment deployed or deploying units and activities or units in the CONUS, Alaska and Hawaii supporting deployed units. Voluntary Regular and Reserve retirees may be used as a manpower source of last resort only after other sources are determined not to be available or a source for unique skills not otherwise obtainable (DODI 1352.01 paragraph 1.2).

4–6. Sources of Manpower (Volunteers)

a. Active Army Soldiers may volunteer to fill IA positions by contacting their branch manager at HRC. The commander of a volunteering Soldier must agree to release personnel before the Army G3/5/7 will formally task that commander's ACOM/ASCC/DRU in WIAS. Soldiers may log on to the WIAS website, which is a portal to document Army Manning Documents and manage augmentee requirements, sourcing, and accountability.

<https://wias.hqda.pentagon.mil/default.aspx>

b. Reserve Component Soldiers may volunteer to fill IA or advertised ADOS positions. RC Soldiers can go to the Tour of Duty to identify and apply for ADOS positions. The Tour of Duty website may be found at: <https://mobcop.army.mil/TOD/Default.aspx#> For information on IA positions, RC personnel can go to the WIAS website, listed above in 4-6(a).

c. Retired Soldiers who would like to volunteer for recall to active duty will need to apply through HRC at <https://www.hrc.army.mil/staff/retiree%20recall>. For more details, refer to chapter 5-5 Retiree Recalls and AR 601-10, Management and Recall to Active Duty of Retired Soldiers of the Army, in Support of Mobilization and Peacetime Operations, dated 13 March 2009.

d. Department of the Army Civilian (DAC) personnel may volunteer through “The Civilian Deployment Experience”, which allows civilians to use their capabilities, experience, and knowledge as a crucial component of helping the Department of Defense accomplish its mission abroad. Individuals interested in applying their skills and experience in a unique environment can volunteer for open positions at <https://www.cpms.osd.mil/expeditionary/>

4–7. Soldier Qualifications for Volunteer Duty

a. This guidance covers requirements for Soldiers to serve on voluntary initial or extension of ADOS tours. When Soldiers volunteer for any ADOS-AC tour of duty, the Soldier's unit of assignment must verify the items listed below in paragraph 4-7(b). Human Resource Command (HRC) will verify these items for Soldiers assigned to the Individual Ready Reserve, the Retired Reserve and USAR IMA Soldiers. The National Guard Bureau and USARC will validate 4-7(b) for any personnel volunteering for ADOS-RC. All regulatory personnel requirements for mobilization apply without regard to a Soldier's personnel classification prior to commencement of proposed duty. For more in-depth guidance on ADOS volunteer processes and requirements, see Annex A to this Chapter, “Tips to Avoid Delays in Processing Requests in Tour of Duty”.

b. Per AR 135-200 (6-5), a Soldier must:

- (1) Meet the medical fitness standards in AR 40–501.
- (2) Meet the Army weight control standards and body composition standards in AR 600–9.
- (3) Have a valid APFT.
- (4) Have a current periodic health evaluation.
- (5) Have dental category 1 or 2. When SM is a category 3 or 4, MEDPROS must be updated. LHI vouchers are NOT accepted as verification.
- (6) Have or be able to gain and retain the required security clearance.
- (7) Meet grade and skill requirements.
- (8) Not have a Suspension of Favorable Personnel Actions (Flag) per AR 600–8–2.
- (9) Not attain 1,095 days of cumulative ADOS duty within the previous 1,460 day window. The 1,460 day window concludes at the end of the tour being requested.
- (10) Not attain 17 years of AFS during the requested period of duty. HRC is the final authority on AFS calculations. If the FR or SM believes there is a mistake or documentation is not present in iPERMS, they must provide documentation (DD214 or orders) that will assist in reviewing the calculation.

c. In exceptional cases, (9) and (10) above may be waived by HQDA DCS G-1, DMPM. Exception to policy (ETP) requests must be signed by O7 (or SES equivalent) must provide a compelling justification for the individual and must be included in the Tour of Duty packet. At a minimum, there must be evidence that the individual volunteer is uniquely qualified for the duty, or that other volunteers were sought but otherwise not qualified. The complete and validated packet must reach HQDA DCS G-1, DMPM with a minimum of 30 days from the requested start date to allow time for review of Soldier records, analysis, and routing for approval/disapproval.

4–8. Management Controls

a. Soldiers mobilized under 12301(a), 12302, or 12304(a) & (b) as part of a unit will REFRAD when the unit is demobilized. Soldiers may volunteer for subsequent tours, but may not serve under 12302. Soldiers transitioning without a break in service from a mobilization order to fill another manpower requirement will not go through a REFRAD process until the end of their final tour of duty. Soldiers who have a break in service between these periods of Active Duty will demobilize and REFRAD with their unit of assignment described above.

b. Without regard to the duration of ADOS / CO-ADOS orders, RC Soldiers will remain in an RC status and if an officer, they will remain on the Reserve Active Status List (RASL). An RC Soldier will move to active management and officers will move to Active Duty List (ADL) only if they apply and are approved for accession into the Active Army or they exceed 3 years in four of

CO-ADOS and/or ADOS when their current order is funded from Active Army MPA account.

c. Commanders are responsible to ensure Soldiers on ADOS orders are released from REFRAD by the orders termination date and are responsible for allowing personnel time to use leave and out process. If mission is complete ahead of schedule, commanders may request early REFRAD and Soldiers orders may be curtailed. "Mission requirements" is sufficient justification for REFRAD requests.

REFERENCES:

AR 135-200

Active Duty for Missions, Projects, and Training for RC Soldiers

AR 601-10

Management and Recall to Active Duty of Retired Soldiers of the Army in Support of Mobilization and Peacetime Operations

DA PAM 500-5-1

Individual Augmentation Management

DODI 1352.01

Management of Regular and Reserve Retired Military Members

REFERENCED WEB LINKS:

<https://wias.hqda.pentagon.mil/default.aspx> – verified 14 Dec 2018

<https://www.hrc.army.mil/staff/retiree%20recall> – verified 14 Dec 2018

<https://www.cpms.osd.mil/expeditionary/> – verified 14 Dec 2018

Chapter Five

Medical and Dental

Section I Introduction

5-1. Purpose

Provide medical and dental guidance for military (Active Component, Reserve Component), civilian (DA, Red Cross, AAFES,) and contractor personnel mobilized and/or deployed in support of contingency operations. Personnel transiting to a combatant command area of responsibility (AOR) who is not specifically included in first sentence, such as senior officials or visitors conducting brief oversight or informational visits should seek specific medical advice that is tailored to their individual needs and travel itinerary from their supporting Medical Treatment Facility (MTF).

5-2. General Guidance

a. Active Component. AC Soldiers on orders for Transition Team (TT) duty will undergo complete Soldier Readiness Processing (SRP).

b. National Guard and Reserve Component.

(1) The Army National Guard (ARNG) and US Army Reserve Command (USARC) are responsible for medically screening their forces prior to mobilization.

(2) Soldiers who fail to meet medical retention standards IAW AR 40-501, Standards of Medical Fitness, will not report to mobilization station.

(3) ARNG and U.S. Army Reserve (USAR) commanders are responsible to certify that pre-mobilization medical/dental screening was accomplish.

c. Army Civilians.

(1) Army Civilians deploying in support of contingency operations and other emergencies (and employees of DoD or other federal agencies making use of Army deployment processing) also undergo SRP ([DA Form 7425](#)).



(2) Army Civilians who deploy as part of a unit normally accomplish their deployment processing, including medical screening, with the unit. To the greatest extent practicable (and except as provided elsewhere in this chapter), medical screening for deployment of non-unit related Army Civilians will be accomplished at the home station Military Treatment Facility (MTF) prior to departure for the CONUS Replacement Center (CRC). Because medical screening for deployment is required for the performance of official duties, the MTF will provide it without charge and with priority similar to the medical screening of deploying Soldiers.

d. Contractors. Medical screening of contractor personnel is a responsibility of their employing company, CRC (or other authorized deployment-processing site) will validate the medical screening has been completed.

5–3. Treatment Record Maintenance

a. Maintenance of Service Treatment Record (STR) and Civilian Employee Medical Records (CEMR) upon Mobilization STRs of deployed military members and CEMRs of deployed civilians will not accompany them to deployed areas IAW AR 40-66. DoDD 6490.2 and DoD Instruction (DODI) 6490.3 state that, to the extent applicable, medical surveillance activities will include essential DOD civilian and contractor personnel directly supporting deployed forces, consistent with plans established under DODI 1400.32 and DODI 3020.37.

b. If DD Form 2795 is used for civilians, the original form will remain in the CEMR and AHLTA can be utilized to complete this form. All contractors receiving care in the MTF will have an AHLTA medical record. A copy of the form will be filed on the fastener inside DD Form 2766, and a copy will be sent to the Army Medical Surveillance Activity.

Section II Mobilization

5–4. Pre-Mobilization Requirements

a. Soldiers with a pre-existing medical condition identified within the first 25-days and renders the individual non-deployable will be released from active duty (REFRAD) back to his or her respective unit.

b. Disqualifying conditions include temporary and permanent conditions that do not meet medical retention standards (Reference [AR 40-501, Chapter 3](#)). SRP Sites should report all 25- day REFRAADs in the [MEDPROS 25-day REFRAAD Module](#).

c. The Soldier's Command will ensure that the Soldier receives appropriate medical care and follow-up upon return to home station. Care should result in either a Return to Duty (RTD) status or MEB/PEB processing within 6-months. Upon resolution of the disqualifying medical condition, individuals are subject to a subsequent order to Active Duty.

d. Administrative processing of a released from active duty order, will be completed per the guidance and directive of the Mobilization Station/CRC. Applicability:

- (1) All RC and AGR Soldiers mobilized in support of contingency operations.

(2) Does not apply to AC Soldiers or AC Soldiers assigned to RC units.

(3) *30-days and Pre-existing Medical Condition.* RC Soldiers on active duty for 30 days or more with a preexisting medical condition, who fail to meet medical retention standards, will be released back to their RC units to undergo a non-duty related MEB/PEB processing prior to REFRAD. Soldiers with medical conditions that render them non-deployable (pre-existing or otherwise), who are retained on active duty for more than 30 days, must be retained on active duty for appropriate medical processing.

e. Medical evaluation of IRR Soldiers are done using DA Form 7425 Readiness and Deployment Checklist and screened for substance abuse at the Reception Battalion. Medical personnel will determine if a physical exam is required (Reference AR 40-501). If an IRR Soldier has a permanent or temporary medical condition within the first 25- days of mobilization, he/she will be REFRAD IAW the 25-day rule policy and their medical records will be forwarded to the HRC Surgeon's Office (AHRC-SG) for disposition.

5-5. Documentation

Documenting Health Care in Medical Records: All episodes of health care will be documented in the individual's permanent or deployment health record while participating in contingency operations IAW AR 40-66.

a. All units/individual personnel must report to mobilization stations with the following:

(1) Medical and Dental records.

(2) Proof of immunization (e.g., SF 601, Health record-immunization record; PHS 731, International certificate of vaccination;

(3) DD Form 2766, Adult preventive and chronic care flow sheet or documentation from MEDPROS).

(4) Copy of completed DD Form 2795 (Pre-deployment Health Assessment) and annual Periodic Health Assessment (PHA).

b. Medical and Dental Records. Units participating in support of CONUS operations at or near military installations with MTF/DTF will travel with individual health and dental records and coordinate for storage with supporting MTF/DTF upon arrival at the duty location.

c. Individual Soldiers will not hand-carry the Service Treatment Record (STR). See AR 40-66, 4 Jan 2010, paragraph 5-27 regarding exceptions to policy.

d. Upon discharge, release from active duty, retirement, death or transfer from USAR to ARNGUS, the member's STR will be forwarded to the transition center. If the member is separating, the transition center will forward the STR to the Veterans Affairs Records Management Center (VARMC). If the member filed a disability claim, the STR will be forwarded from the VARMC to the closest Regional Medical Center.

e. Upon arrival at the duty location, health and dental records will be turned in to the

supporting MTF/DTF for maintenance and accountability. Units will coordinate return of health and dental records to home stations.

f. In all cases, the unit commander is responsible for the routing health and dental records to the appropriate destination. Units will retain control of health and dental records if care is being provided by non-military sources.

g. DD Form 2766 (Adult Preventive and Chronic Flow Sheet). Soldiers deploying to overseas locations (OCONUS) will deploy with the DD Form 2766 (Adult Preventive and Chronic Care Flow Sheet). The DD Form 2766 will be used as the deployment health record. Units/Soldiers will not deploy OCONUS with health and dental records.

(1) Health and dental records will be returned to home station following mobilization / deployment processing.

(2) Records will be returned to the demobilization station for review during medical out-processing. Upon return from an OCONUS deployment, the DA 2766 will be reintegrated into the Soldier's medical record.

5–6. Line of Duty (LOD) Investigations

a. Reserve Component Soldiers (USAR and ARNG) who have returned from deployment in a combat zone must be evaluated by a medical provider (physician, physician's assistant or nurse practitioner) during the completion of a Post-Deployment Health Assessment (PDHA), DD Form 2796. The LOD determination process IAW AR 600-8-4 serves as the basis for authorizing orders and medical treatment or evaluation.

b. Warrior Transition Unit (WTU). Soldiers arriving at demobilization station and determined by military medical authority to have an LOD wound, illness, or injury or aggravated pre-existing medical condition incurred during the current deployment will be evaluated for WTU placement. Consolidated Guidance official website: <http://wct.army.mil/> provides guidance and information on WTU. HRC will publish 12301(h) orders if Soldier remains on orders for medical reasons.

5–7. Medical Criteria and Testing

a. Medical Protection System (MEDPROS): Individual Medical Readiness (IMR) module is the HQDA designated system for documenting all aspects Soldiers of medical readiness. MEDPROS will also provide the medical readiness (including deployment health assessments) of DoD Civilians who deploy in support of operations.

b. Units will enter all appropriate data and vaccines administered to personnel participating in these operations into MEDPROS prior to arriving at the mobilization station.

5–8. Reserve Components (RC) Medically Evacuated Soldiers

a. RC Soldiers. RC Soldiers who are medically evacuated to a VA hospital, MTF, or civilian hospital as an inpatient for the evaluation and/or treatment of injuries incurred or aggravated and later moved into a WTU will require a determination of medical processing time IAW AR 600-8-4.

(1) Military medical authority must determine if a RC Soldier is expected to return to duty (RTD) from the time he or she is injured or becomes ill.

(2) Return to Duty (RTD) period: If the RTD period is less than 60-days the Soldier will be returned to the organization, unless the Soldier will have fewer than 120 days beyond the expected RTD date left on 10 USC 12302 partial mobilization order.

b. Medical Retention Processing (MRP). If the Soldier is not expected to RTD within 60 days, from time of injury or illness, or, if the Soldier could RTD within 60 days, but will have fewer than 120 days left on his current mobilization orders, then the Soldier will convert from partial mobilization orders to Medical Retention Processing (MRP) orders (12301(h)), subject to the Soldier's consent.

c. Soldiers Who Refuse Entry into the MRP. Soldier who refuse entry into the MRP will be counseled on Incapacitation Pay (INCAP), MRP2 and REFRAD immediately. Soldiers Incurring Illness or Injury during Mobilization:

(1) Soldiers who have incurred an illness, injury or disease, or aggravated a pre-existing medical condition during his/her current mobilization must be offered medical care prior to REFRAD.

(2) A military medical care provider will offer veterans affairs (VA) care only to Soldiers refusing entry into MRP. If the Soldier refuses MRP, he/she must sign a declination of MRP statement and be counseled by an individual knowledgeable in MRP2, INCAP and TAMP benefits.

d. Medical Retention Processing. Effective 1 March 2004, RC Soldiers on active duty in support of the Overseas Contingency Operation (OCO) and diagnosed by military medical authority to have a OCO connected unresolved in the line of duty medical condition may be eligible for Medical Retention Processing (MRP). For information on MRP, go to the HQDA, G-1 homepage at www.armyg1.army.mil and click on the link labeled WTU Consolidated Guidance (Administrative).

5–9. Existing Medical Conditions

a. Personnel who have existing medical conditions may deploy if all of the following conditions are met:

(1) The condition(s) is / are not of such a nature that an unexpected worsening is likely to have a medically grave outcome.

(2) The condition(s) is / are stable; that is, currently under medical care, and reasonably anticipated by the pre-deployment medical evaluator not to worsen during the deployment under that regimen of care.

(3) Any required ongoing health care or medications must be immediately available in-theater within the military health system, and have no special handling, storage or other requirements (e.g., cold chain, electrical power required).

(4) No need for significant duty limitation is imposed by the medical condition (the nature of the duty limitation or restriction must be considered). The Theater Surgeon is the appropriate authority to evaluate the suitability of the individual vis-à-vis needed limitations in theater.

b. The Authority for Acceptability of Medical Conditions. The authority for acceptability of medical conditions and the availability of medications and required medical care in theater is the Theater Surgeon assigned to the region in which the deploying individual will operate.

c. The Authority for Waiver. The authority for waiver of these requirements is the Theater Surgeon assigned to the region in which the deploying individual will operate.

5–10. Medical Entitlements

a. DoD civilian employees and DoD contractors are entitled to in-theater full medical care, including pharmacy support, equivalent to that given to active duty military. Reference [DA Pam 690-47](#), [DCS Directive](#) and [OSD Memo dated 24 Sep 07](#), subject: Policy Guidance for Provision of Medical Care to Department of Defense Civilian Employees Injured or Wounded While Deployed in Support of Hostilities.

b. If the employee requires medical evacuation to CONUS, the sending MTF will assist the employee in making arrangements for transfer to a civilian facility of their choice. All costs associated with treatment and transportation of the DOD contractor or DA Civilian to the selected Civilian facility will be the responsibility of the employee.

5–11. Application of Minimal Civilian Standards of Fitness for Deployment

a. This list of conditions is not comprehensive; conditions that could denial of medical clearance for deployment, is lengthy. Possession of one or more of the conditions listed in this chapter does not automatically mean that the individual may not deploy. Rather, it imposes the requirement to obtain a knowledgeable physician's opinion as to the deployable status of the individual. "Medical conditions" as used here also include those health conditions usually referred to as dental, oral, psychological and/or emotional conditions.

b. The medical authority evaluating a member for deployment must bear in mind the medical care in theater is generally not as robust and amply available as that in CONUS. If maintaining an individual's health requires frequent or intense medical management and/or specialist care or ancillary services, they should not deploy.

c. The individual must take all required medications and medical supplies with him or her. Replacements must be available in the theater formulary.

d. Medical maintenance support for personal medical devices (e.g., TENS, CPAP) is not available. Common household electrical current (110VAC) is not universally or consistently available.

e. In addition to the individual's duties, the environmental conditions may include extremes of temperature, physiologic demand (water, mineral, salt, and heat management), and poor air quality (especially particulates), while the operating conditions may impose extremes of diet (to include fat, salt, and caloric levels), discomfort, sleep deprivation, emotional stress, and

circadian disruption. If maintaining an individual's health requires avoidance of these extremes or excursions, she/he should not deploy.

f. The above rules and facts should allow the evaluating medical authority to make qualified judgments as to whether a condition should be approved. Any medical condition that markedly impairs an individual's daily function is potential grounds for disapproval.

5–12. Personnel Protective Equipment and Medications

a. Personnel assigned to duties in devastated urban areas where debris from damaged buildings is present and accompanied by blowing dust or fuel vapors will also have a special issue of the following item: respirator (either filtering face-piece respirators or half-face air-purifying respiratory). All issued respirators will be equipped with class 100/high efficiency particulate air (HEPA) filters and organic vapor cartridges.

b. *Deployment and Mobilization Health Information.* Information about staying healthy during mobilization and/or deployment will be provided to all deploying and mobilizing personnel.

c. *Health threat briefing.* All personnel are briefed on the health threat, including endemic diseases, environmental hazards, proper sanitation and hygiene, personal responsibility and preventive measures to maintain health. Health threat and prevention information is available from the US Army Public Health Command (USAPHC). The USAPHC Threat of Briefing Resources site on AKO <https://www.us.army.mil/suite/page/583959> provides a standardized set of Core Medical Threat Briefing slides, along with a list of resources and instructions for customizing the Core slides to meet individual mission-specific needs.

d. *Health information graphical training aids (GTAS).* In addition to briefings, each person deploying or mobilizing is issued individual health information on the health threat and personal procedures to protect health.

5–13. Redeployment Medical Processing

Upon redeployment from overseas locations, all individuals will undergo medical processing at the deployment platforms (which are power generation platforms (PGP), power projection platforms (PPP), power support platforms (PSP), mobilization stations/installations and CONUS Replacement Centers or equivalent deployment processing sites.

5–14. Requirements for REFRAD/Demobilization

Medical Benefits and Entitlements Briefing. All personnel will receive a medical benefits and entitlements briefing. The briefing outlining the minimum standard for medical entitlements is posted at the Deployment Cycle Support website (<https://www.jointservicessupport.org/YRRP/deploymentcycle.aspx>)

5–15. Medication Use and Pharmacy Support

Soldier Readiness Processing (SRP) Screening for Medications. All Soldiers will be screened for chronic maintenance medications as part of the SRP pre-deployment process. SRP medical

personnel will ensure that Soldiers are appropriately screened for high-risk medications (as determined by the SRP medical officer) that would preclude them from deploying as a result of a disqualifying chronic medical condition. All medications that the Soldier is currently taking will be entered into the patient's (Soldier's) Composite Health Care System (CHCS) / AHLTA (DoD's Electronic Health Record) medication profile to ensure appropriate documentation of drug therapy and to screen for and prevent potential drug-drug interactions or duplicate drug therapy overlaps.

5–16. Medical Logistics

a. Medical logistics support will be provided to establish customers of installation medical supply accounts and will include other governmental agencies as directed.

b. All transactions for supplies, equipment, and services will be coordinate through the local AC Medical Logistics Company (MEDLOG) or RC regional supporting medical command, 90-days prior to reporting to the mobilization station.

c. Non-medical units are not authorized a Medical DODAAC required to requisition any CL VIII supplies or equipment for either CONUS or OCONUS operations.

POINTS OF CONTACT:

For preventive medicine and medical threat information at OTSG/POPM, call DSN 761-8134, COMM (703) 681-8134, or email:

TSGProponencyOfficeforPreventiveMedicine@otsq.amedd.army.mil

Express Scripts Deployment Prescription Program Team

Phone: 1-855-215-4488

Monday – Friday, 8:00 a.m. - 8:00 p.m. CST

Mailing Address: Express Scripts, Inc., Box 52012 Phoenix, AZ 85072-2012

REFERENCES:

AR 40-61

Medical Logistics Policies

AR 40-66

Medical Record Admin and Healthcare Documents (dated 4 Jan 2010)

AR 40-501

Standards of Medical Fitness

AR 600-8-4

Line of Duty Policy, Procedures, and Investigations (dated 4 Sep 2008)

AR 600-8-24

Officers Transfer and Discharges

AR 614-30
Overseas Service

AR 635-5
Separation Documents

AR 635-200
Active Duty Enlisted Separations

FM 4-02.12
Army Health System Command and Control Organizations

USCENTCOM 231245Z MAR 17 MOD 13
Individual Protection And Individual-Unit Deployment Policy

FORMS:

DD Form 2766
Adult Preventive And Chronic Care Flow Sheet

DD Form 2795
Pre-deployment Health Assessment

SF 601
Health Record-Immunization Record

Chapter Six

Finance and Entitlements

Section I Introduction

6-1. Purpose

Provide personnel policy guidance pertaining to entitlements, allowances, and authorizations for military (Active and Reserves) and civilian (DA/DoD, Red Cross, AAFES, Contractor) personnel who are mobilized and/or deployed in support of contingency operations.

6-2. Chapter Layout

This chapter is organized into four sections (not including this one). This first section (Section II) covers pay and allowances. The second section (Section III) covers group life insurance and benefits for dependents. The third section (Section IV) lists and describes the various entitlement and relief programs available for Soldiers and their Families. The fourth section (Section V) addresses travel and leave as well as the storage of household goods (HHG) and privately owned vehicles (POV).

Section II Pay and Allowances

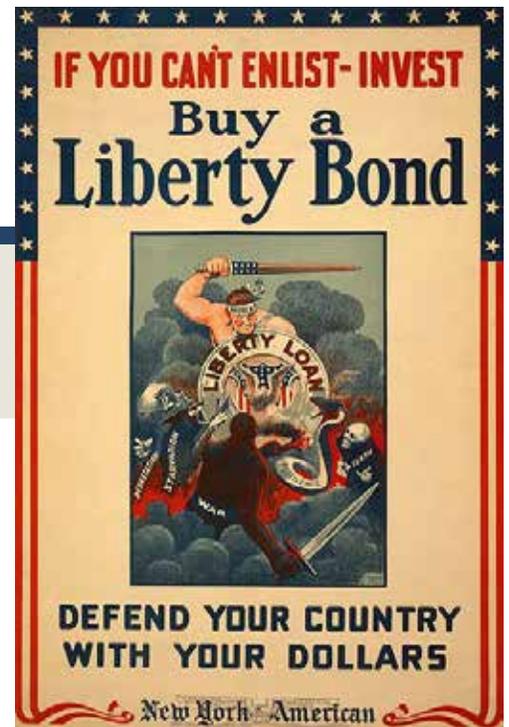
6-2. Military Pay

a. Basic Pay.

(1) DFAS-Indianapolis will pay all Active Component (AC) and AGR Soldiers utilizing the Defense Joint Military Pay System (DJMS-AC). Mobilized Reserve Component (RC) Soldiers pay will remain on the RC pay system (DJMS-RC).

(2) Soldiers must use direct deposit (electronic funds transfer) in order to receive military pay and allowances. Direct deposit to a checking account versus a savings account is preferable to ensure members have access to their funds while deployed.

b. Advance Pay.



(1) Once mobilized, RC Soldiers may receive up to one month's advance pay. Payments are not automatic and are based on a demonstrated and documented need.

(2) Payment is repaid within the period contained in the mobilization order.

(3) In the event of an early REFRAD, the amount owed is established as a debt in the debt collection system and a payment schedule will be established before the Soldier is separated, REFRAD or discharged.

c. Disability Severance Pay.

(1) Payment of disability severance pay for mobilized RC Soldiers is the responsibility of the active Army installation processing an RC Soldier's disability discharge/separation.

(2) Severance pay will be calculated in accordance with (IAW) the [DoD FMR 7000.14- R](#), Volume 7a, Chapter 35. Payment of disability severance pay for RC Soldiers who are not mobilized is the responsibility of the RC organization. Refer to [AR 635-40](#) and [DODI 1332.38](#) for more information.

(3) Disability severance pay **will not be paid** to RC Soldiers who:

(a) Elect 15-year RC physical disability retirement at age 60 (if eligible),

(b) 20-year Reserve retirement eligibility at age 60 in lieu of disability severance pay. Contact AMEDD at COMM 703- 756-8036 or DSN 289-8036 for information regarding disability severance policy and to verify the Soldier's election.

(4) The Soldier can only choose Reserve retirement in lieu of disability severance pay; this does not affect temporary disabled retired list (TDRL) or permanent disabled retired list (PDRL) Soldiers.

(a) The discharge orders published by the active Army installation mobilization station/transition center will indicate the authorization for payment of Disability Severance Pay, the amount of Severance Pay, and the percentage of disability in the additional instructions of the order.

(b) List the gross amount of Disability Severance Pay in the REMARKS section (Block 18) of the DD Form 214.

d. Foreign Language Proficiency Bonus (FLPB). Soldiers qualified to receive FLPB and who are deployed within the FLPB testing period will continue to receive the FLPB until retested within 180 days after they return to their permanent duty station (PDS) IAW Title 37 Section 316a. FLPB orders must be amended or issued to cover the period of mobilization until 180 days after redeployment. (Reference AR 11-6, 6-6a for further guidance.)

e. Hardship Duty Pay – Location (HDP-L). HDP-L is additional compensation paid to Soldiers during OCONUS assignment where living conditions are substantially lower than CONUS. The Assistant Secretary of Defense for Force Management Policy designates the locations. Authorized rates for specific countries are listed in Chapter 17 of [DoD FMR 7000.14-](#)

R, Volume 7A.

f. Imminent Danger Pay (IDP) and Hostile Fire Pay (HFP).

(1) The 2012 National Defense Authorization Act (NDAA) directed mandatory proration of IDP under 37 USC, Section 310. The change is effective 31 December 2011. This change requires that Soldiers are paid for only the actual days they serve in an IDP area.

(2) IDP is pro-rated at \$7.50 per day for a maximum amount payable not to exceed \$225 in a calendar month. Visit the following link for more details:
http://www.dfas.mil/militarymembers/payentitlements/specialpay/hfp_idp.html.

(3) For a complete listing of locations authorized IDP, see [DoD FMR 7000.14-R](#), Vol 7A, Chapter 10.

(4) IDP entitlement begins upon entry into a designated area and continues or stops as follows:

(a) Through the day the Soldier departs the designated area.

(b) Soldiers wounded, ill or injured and medically evacuated (MEDEVAC) from theater and are assigned or attached to a Warrior Transition Unit (WTU) or Community Based Warrior Transition Unit (CBWTU).

This entitlement may continue for up to 12 months after the date the Soldier was first hospitalized for treatment of the wound, illness or injury as long as the Soldier remains assigned or attached to the WTU or CBWTU.

g.. Hostile Fire Pay (HFP).

(1) A member of a Reserve Component is entitled to hostile fire or imminent danger pay for any month when the member, while entitled to basic pay for active duty or compensation for inactive duty, also meets the requirements of Chapter 10. This includes instruction received or duty performed on a Sunday or holiday and duties as the Secretary concerned may prescribe. A member is not authorized to receive concurrent payments for hostile fire and imminent danger duty.

(2) HFP is paid at the rate of \$225 per month when, as certified by the appropriate commander, a member is:

(a) Subjected to hostile fire or explosion of a hostile mine, or

(b) On duty in an area in close proximity to a hostile fire incident and the member is in danger of being exposed to the same dangers actually experienced by other service members subjected to hostile fire or explosion of hostile mines, or

(c) Killed, injured, or wounded by hostile fire, explosion of a hostile mine, or any other hostile action.

(DoD 7000.14-R FMR Volume 7A, Chapter 58, SEPT 2015)

h. **Jump (Parachute) Pay.** Authorized for Soldiers currently receiving jump (parachute) pay. The commanding officer *may waive* the minimum requirement when a Soldier is unable to perform jumps due to engagement in a combat operation in a declared hostile fire area as designated in Title 37 Section 310. If the commanding officer determines a Soldier cannot meet the minimum requirements due to the absence of jump equipment, aircraft, or military operations, the Soldier may be allowed to perform the required four jumps anytime in the 12-month period. Commanders must proceed with caution when making this determination. If the unit is unable to perform the necessary jumps in a 12-month period, collection/recoupment of jump (parachute) pay will occur.

i. **Medical Specialty Pay.**

(1) RC Health Care Professionals ordered or called to active duty greater than 30 consecutive days are entitled to Medical Specialty Pay. [Health Affairs Policy 08-011](#) provides the pay rules, policies, and list of qualifying professions.

(2) Medical officer must be qualified, including board certification. If inability to complete board re-certification is due to participation in the contingency operation, re-certification may be waived but must be completed within 180 days after returning from the contingency operation IAW Title 37 USC Section 303b.

(3) Required documents to receive specialty pay include:

(a) Copy of mobilization/active duty orders (including amendments)

(b) Inter-facility credentials transfer and privileging brief; if available

(c) Documents of previous extended active duty periods-DD Forms 214 chronological statement of retirement points (RC use form ARPC 249-2-E, ARNG use NGB Form 23B).

(4) Consolidate documentation at unit and forward to AMEDD Special Pay Branch, Office of the Surgeon General, ATTN: DASG-PTP, 5109 Leesburg Pike, Falls Church, VA 22041-3258, or COMM (703) 681-1209, DSN 761. **Must receive documents 30 days prior to arriving at the CRC.**

(5) AMEDD special pay branch determines eligibility and coordinates with RC DFAS-Indianapolis center for payment. DFAS executes payment on prorated basis starting after first 30 days, retroactive to entry date.

j.. **Separation Pay Non-Disability (6-Year Rule).**

(1) [Title 10 USC Section 1174c](#), any Soldier who is discharged or released from active duty after completing 6 or more, but fewer than 20, continuous years of active service, may be entitled to separation pay. Discharge or release from active duty is involuntary, or the member was not accepted for an additional tour of active duty for which he/she volunteered. The separation must have been characterized as honorable, Soldier must be fully qualified for retention, and must agree to serve an additional 3 years in the Ready Reserves. This rule includes RC Soldiers serving on mobilization on ADOS orders. Eligibility for Separation Pay

Non-Disability must be annotated on the DD Form 214.

(2) If Soldier later become eligible for retirement and receive retired pay, the separation pay will be recouped by the Army including any tax liability. See [DoDI 1332.29](#) and DoD FMR, Volume 7A, ch. 35, 3502 for additional information. This paragraph supersedes [ALARACT 008/2006](#), para 4.A.2.

6–3. Military Allowances

a. Basic Allowance for Housing (BAH).

ALARACT 001/2018:

Commanders are responsible for ensuring any Soldier drawing BAH with dependents or BAH differential have the required dependent documents in iPERMS.

3.B.1. The Soldier will provide any identified missing documents to their supporting human resources (HR) specialist for immediate uploading to iPERMS. If the Soldier doesn't not have a current DA Form 5960 in iPERMS, the Soldier will certify their BAH by completing a DA Form 5960. A company level commander can certify the DA 5960. Commanders may delegate in writing certification authority to the first commissioned officer in the Soldier's chain of command. Ensure delegation of authority accompanies the DA 5960.

3.B.2. Soldiers who are deployed will have 60 days to comply upon returning from post deployment leave.

3.B.3. If a SOLDIER IS DRAWING BAH FOR SECONDARY DEPENDENCY, THEY MUST UPLOAD THE APPROVAL MEMORANDUM FROM DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) OR AN APPROVAL MEMORANDUM FROM THEIR COMPANY LEVEL COMMANDER, STATING THE COMMANDER HAS PERSONALLY REVIEWED THE SOLDIER'S APPROVAL IN THE DFAS SECONDARY DEPENDENCY CLAIMS ONLINE SYSTEM AND DFAS APPROVED THE CLAIM ON XX XXX XXXX (DATE OF APPROVAL).

RC Soldiers called to duty in support of a contingency operation are entitled to BAH based on their primary residence, IAW Chapter 10 of the Joint Travel Regulations (JTR). RC Soldiers whose residence changes while on active duty will continue to receive BAH and per diem entitlements (if applicable) based on their primary residence at the time of call to active duty. A mortgage or lease agreement is no longer required to substantiate BAH at the primary residence for a RC Soldier called to duty in support of a contingency operation.

b. Basic Allowance for Subsistence (BAS).

(1) BAS offsets the costs for a Soldier's meals. Enlisted members receive full BAS, but they must pay for their own meals, even those provided by the U.S. Government. All Soldiers will receive BAS while in a TCS status in theater to include Soldiers assigned to single government quarters when in CONUS. All TCS Soldiers receive the incidental rate of per diem.

(2) Soldiers residing on government installations with dining facilities must use mess facilities. When Soldiers are required to reside away from the installation there is no requirement to return to the installation to obtain a meal when not on duty. Soldiers in a TCS status and preparing to mobilize or deploy to theater are treated similarly with respect to per diem and meals.

(3) Soldiers who are authorized full per diem must pay for any meal received at the dining facility at the standard rate of mess. Soldiers not authorized per diem must pay for any meal received at the dining facility at the standard rate of mess.

(4) Dining facilities will use headcount sheets specifically for contingency operations to capture the meals received for the breakfast-lunch-dinner (B-L-D) reports to enable the ACOMs, ASCCs, DRUs, or COCOMs to receive reimbursement for mess usage. When government meals are not available, the installation commander will make the determination of mess availability and issue a Statement of Non-Availability (SNA), if applicable.

(5) **Issuing an SNA.** Installations will include the following items:

- (a) Soldier's name
- (b) Unit orders listing unit personnel
- (c) Unit assigned/attached
- (d) TCS Location
- (e) If lodging is not available, the dates of non-availability
- (f) If meals are not available, the dates meals were not available
- (g) Periods of Proportional Meal Rate (PMR)
- (h) Days meals are provided to the Soldier

Soldiers must annotate the number of deductible meals on their accrual voucher.

c. Cost of Living Allowance (COLA).

(1) RC Soldiers mobilized from an overseas location may receive COLA based on their principal residence when accessed to active duty. CONUS COLA is determined by the Soldier's residence ZIP code.

(2) AC and AGR Soldiers located in CONUS or OCONUS areas, who are authorized COLA, will continue to draw COLA as determined by the area to which they are assigned.

d. Family Separation Allowance (FSA). Soldiers in a TCS status may be authorized FSA at the rate of \$250 per month, IAW Chapter 27, [DoD FMR 7000.14-R](#), Volume 7A, when a Soldier is away from their primary duty station (for mobilized RC personnel this is their principal residence) continuously for a period of 30 days and the Soldier's dependents are not residing at or near the TCS station. Army/service member married couples who were living together prior to and immediately before the deployment and single Soldiers with authorized primary dependents may be paid FSA. FSA is payable to both married members when they reside together with their dependents immediately before being simultaneously assigned to duty assignments as prescribed in subparagraphs 270103.A.1 through 3. The dual allowance shall continue until one of the members is no longer assigned to one of those duty assignments. The

other member shall continue to receive the allowance until no longer assigned to one of those duty assignments.

e. **Overseas Housing Allowance (OHA).** RC Soldiers mobilized from an overseas location will receive OHA when accessed onto active duty based on their principal residence. Soldiers must have a housing expense to receive OHA. It is essential that appropriate documents, for housing and utility costs, are provided to the in-processing finance office to ensure that Soldiers receive the correct OHA monthly payment. AC and AGR Soldiers in receipt of OHA at their PDS will continue to receive this entitlement.

Section III Benefits

6–4. Life Insurance

a. Servicemembers' Group Life Insurance (SGLI).

(1) Servicemembers' Group Life Insurance (SGLI): SGLI coverage for AC and RC Soldiers is available in \$50,000 increments up to the maximum of \$400,000.

(2) To increase coverage, members must complete SGLV FORM 8286. To decrease coverage, decline coverage completely or designate beneficiaries, the member must use SGLV FORM 8286.

b. Family Servicemembers Group Life Insurance (FSGLI).

(1) Family SGLI (FSGLI) coverage was implemented IAW Public Law 107-14, Veterans Survivor Benefits Improvement Act of 2001. This law revised FSGLI provisions to: (1) permit members to purchase a maximum of \$100,000 in SGLI coverage for their spouses; and (2) extend automatically to service members' children \$10,000 in such coverage. Enrollment in FSGLI was automatic and FSGLI premiums were mandatory, unless the Soldier opted out of the FSGLI program.

(2) If a Soldier wants to decline this insurance, a VA FORM 8286a must be completed and submitted to the servicing military personnel office. Dual military couples must decline coverage in writing by completing the same form.

(3) RC Soldiers changing from drilling to mobilized active duty status and back again must update their FSGLI status during their status change.

Additional information and download of forms is available at <https://www.benefits.va.gov/insurance/>.

6–5. RC Soldier Dependents Benefits

a. Eligible dependents of RC Soldiers ordered to active duty for more than 30 days are eligible for the same benefits (e.g., healthcare benefits, commissary/exchange privileges, legal assistance, use of morale, welfare, and recreation facilities, etc.) as dependents of active Army

Soldiers.

b. Access to Dental Treatment Facilities is very limited and enrollment in the TRICARE Dental Program is encouraged for eligible dependents.

c. Eligible dependents are authorized to be issued DD Form 1173S (privilege card), active duty dependent ID cards, or may continue to use their DD Form 1173-1S, Reserve dependent ID cards along with a copy of the Soldier's active duty orders, to use authorized facilities and to receive authorized benefits.

Section IV Support and Relief Programs

6–6. Savings Deposit Program (SDP)

Under Title 10 USC 1035, and DoD FMR, Volume 7A, chapter 51, certain deployed service members earn 10 percent interest on money they deposit into the SDP. Service members deployed to designated areas overseas can deposit up to \$10,000.00 of their pay and allowances into the program. SDP is authorized for each Soldier who served 30 consecutive days or at least 1 day in each of 3 consecutive months in the AOR. In addition, authorized areas are the waters of the Red Sea, Gulf of Aden, the Gulf of Oman and the Arabian Sea (10 degrees north latitude and west 68 degrees east latitude) or the air space there over. Effective 24 February 2003, the SDP program is expanded to any service member serving in an assignment outside the United States or its possessions in support of contingency operations in an area that has been designated a combat zone or is in direct support of a combat zone.

- a. Soldiers who serves 30 consecutive days.
- b. At least 1 day in each of the three (3) consecutive months in the AOR

6–7. Combat Zone Tax Relief (CZTR)

Authorized for Soldiers performing duty in an area designated by the Secretary of Defense as a combat zone. Soldiers serving in a designated combat area for any part of a month will have all military pay received for military service for that month excluded from their gross income. Commissioned officers monthly exclusion is capped at the highest enlisted pay, plus any hostile fire or imminent danger pay received. RC Soldiers will have taxes withheld during the current month and receive a refund of the taxes and an adjustment of their taxable income for the month in the following month.

6–8. Tax Filing Extension

Any Soldier serving one or more days in a combat zone (CZ) automatically receives an extension of time to file their taxes by filing an Internal Revenue Service (IRS) Form 4868, Application for Automatic Extension of Time to File U.S. Individual Tax Return. The length of the extension equals 180 days + the number of days served in the CZ during the tax filing season (January through April) + the number of days of any hospitalization resulting from injury in the CZ. The extension of time to file begins on the day that the Soldier returns home.

6–9. Thrift Savings Plan (TSP)

The TSP is a federal government-sponsored retirement savings and investment plan. Soldiers serving on active duty, or as members of the Ready Reserve or National Guard in any pay status are eligible to participate in TSP. Soldiers can sign up by going to their S1/G1 office to fill out a TSP-U-1 election form, by using the [DFAS MyPay](https://mypay.dfas.mil/) website (<https://mypay.dfas.mil/>), or by going to <http://www.tsp.gov/>.

6–10. Servicemembers Civil Relief Act (SCRA)

a. Provides protection of rights, privileges, immunities, and benefits to service members while serving on active duty. These benefits include protection against paying taxes in both the home of record and the state in which service members are stationed, exemption from personal property taxes when stationed in a state which is not their domicile, the ability to have civil court cases delayed, and special treatment of certain financial obligations. Service members may also qualify for lowering their interest rates to six percent for obligations incurred prior to entering active service.

b. For more information go to <http://usmilitary.about.com/od/sscra/l/blscramenu.htm> or see a legal assistance attorney. Mobilized Soldiers can also receive finance support and information from their local servicing finance office or Defense Military Pay Office.

6–11. Exceptional Family Member Program (EFMP)

Unit commanders will interview Soldiers to determine if they have Family members with special medical or educational needs and refer them for screening and enrollment, if appropriate, per [AR 608-75](#), chapter 3. The MTF EFMP point of contact will assist the Family in obtaining the necessary evaluations to determine diagnosis and treatment needs. He or she will ensure a physician completes DD Forms 2792 and 2792-1 for each Family member with an eligible condition. A Family Care Plan is required by [AR 600-20](#), for any Soldier whose spouse or Family member is incapable of self-care or otherwise physically, emotionally, developmentally or intellectually disabled so as to require special care or assistance.

6–12. Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

a. USERRA is a Federal law intended to ensure that persons who serve or have served in the Armed Forces, Reserve, National Guard, or other uniformed Services: (1) are not disadvantaged in their civilian careers because of their service; (2) are promptly reemployed in their civilian jobs upon their return from duty; and (3) are not discriminated against in employment based on past, present, or future military service. The law is intended to encourage non-career uniformed service so the United States can enjoy the protection of those Services, staffed by qualified people, while maintaining a balance with the needs of private and public employers who also depend on these same individuals.

b. For more information on USERRA visit: <https://www.esgr.mil/USERRA/Frequently-Asked-Questions>

c. For assistance on USERRA, Contact Employer Support of the Guard and Reserve

(ESGR). ESGR, a Department of Defense program, was established in 1972 to promote cooperation and understanding between Reserve Component Service members and their civilian employers and to assist in the resolution of conflicts arising from an employee's military commitment. ESGR is supported by a network of more than 3,750 volunteers in 54 committees located across all 50 states, the District of Columbia, Guam-CNMI (Commonwealth of the Northern Mariana Islands), Puerto Rico, and the U.S. Virgin Islands. Visit: <https://www.esgr.mil/> for more information.

d. Violations of USERRA: Many violations occur because employers do not know about USERRA. The same is true for service members. Some members who believe their reemployment rights have been violated may have misunderstood their legal protections. Visit <https://www.dol.gov/vets/programs/userra/fileclaim.htm> to determine if you have a valid USERRA claim.

6–13. Pay and Allowances Continuation (PAC) Program. PAC provides financial assistance to Soldiers by continuing their pay and allowances that would have been discontinued at the time of hospitalization. Continued pay/allowances are those authorized in Title 37, chapter 5, USC section 372. See for additional information.

Section V

Travel and Leave

6–14. Travel

Check the DFAS Travel website for latest information at:
<http://www.dfas.mil/militarymembers/travelpay/customerservice.html>

a. **Per Diem.** On 15 August 2007, the per diem policy was adjusted for the long conflict in which we are now engaged. The Army will PCS Soldiers to enduring positions or assign them to these positions in a TCS/TDY status at a reduced per diem rate as opposed to continuing them in an extended TCS/TDY status in a full per diem status. For any TCS/TDY assignment lasting longer than 180 days, a waiver from the ASA (M&RA) is required to draw full per diem.

b. **Logistics Support.** The duty station Installation is responsible to house, mess, transport, and provide administrative support to personnel mobilized/deployed in support of contingency operations.

c. **Amount of per diem.** While in a TCS status, Soldiers authorized per diem will receive the incidental portion of per diem at the rate of \$5.00 per day in CONUS or \$3.50 per day OCONUS. The payment of per diem is based on the Soldier's TCS location, not the actual lodging location. Per diem will not accrue while a Soldier is in a leave status (e.g., ordinary, emergency or convalescent) or during proceed time IAW JTR. Effective 5 January 2004, any Soldier on leave from the TCS location may be reimbursed lodging.

d. **Dual Lodging.**

(1) When appropriate and necessary, dual lodging may be approved (after the necessity arises) in accordance with JTR, chapter 4, 4145.

(2) Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the traveler's control during TDY travel.

(3) Dual lodging must be approved after the fact by an amended authorization/order or by the approving official on the travel voucher.

(4) Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process.

(5) Long-term reimbursement for dual lodging is not permitted and an authorization/order may not contain such a provision. Send formal requests for exception to policy via memorandum to HQDA G-1 (Compensation/Entitlements). Justification at a minimum must include impact on mission, cost/benefit analysis, endorsement from orders authorizing/order issuing official (AO), related orders, or other supporting documents from the chain of command and/or requestor to support your request.

e. Within commuting distance. Soldiers who reside within commuting distance to their TCS location are not authorized per diem. The established installation local commuting area will be used to determine if the Soldier will receive per diem. Payment of per diem will be based on the Soldier's TCS location, not the actual lodging location.

f. Installation Facilities. The maximum use of installation facilities is the primary method of support in all cases. If use of installation facilities is not feasible, then the use of centrally-contracted quarters and multi-passenger vehicles should be used. When government or government-contracted quarters are not available, as determined by the installation commander or the commander's designated representative, Soldiers will be provided an SNA (DD Form 1351-5) for both lodging and meals to authorize increased per diem (separate SNAs are required for lodging and meals). Soldiers authorized to procure commercial quarters may consider the use of a long-term contract lease with a commercial lodging facility.

6-15. RC Travel Pay

a. RC Soldiers mobilized in support of contingency operations are entitled to travel pay from their principal residence to the mobilization station for processing to active duty status and ultimate deployment. They will be entitled to travel pay at the end of the period of active duty, from the demobilization station to return to their principal residence.

b. While in a TDY status, RC Soldiers will be reimbursed for lodging, meals, and incidental expenses, at the daily rate prescribed for the operation area. Reimbursement will be reduced when government quarters and mess are available. Accrual travel voucher DD Form 1351-2 needs to be filed every 30 days (see Chapter 8, DOD FMR 7000.14-R, Volume 9). Soldiers who are paying for commercial lodging may be reimbursed per diem if on leave.

c. Soldiers ordered to active duty at a CONUS location outside the local commuting area of their principal residence are entitled to travel pay from the principal residence to the duty station and then back to the principal residence upon completion of the active duty tour. These Soldiers are also authorized per diem during the entire period of active duty. Per diem will be reduced when government quarters and mess are available. RC Soldiers ordered to duty at a location within the local commuting area of their principal residence are entitled to travel pay to

their duty station on the first day and from the duty station to their residence upon release from active duty on the last day. They are not authorized per diem or mileage during the remainder of the active duty tour.

d. Travel Vouchers: Soldiers will submit monthly accrual travel vouchers to their travel support activity. The accrual voucher must include legible copies of all orders (mobilization, TCS and or TDY), legible receipts for lodging, commercial travel, and any expense over \$75.00, DA Form 31, and if applicable a SNA for meals and lodging. All vouchers must be sign by the traveler in blocks 20a and someone who knows about travel entitlements and how to complete a travel voucher will review b. Reviewer must sign and date the voucher in blocks 20c and d.



Upload your travel voucher and supporting documents online!

[Travel Voucher Direct](#) is available for all travel claims computed and paid by DFAS. **Note: Not for those using DTS (Defense Travel System) for their travel vouchers.**

Where to submit your Travel Claim

If you are not using Travel Voucher Direct to submit your voucher, find the appropriate email address for your type of travel (fax numbers provided if available).

AMC/Defense Agency Claims: DFAS-AMC-DA-TRAVEL@mail.mil

Army Active Component Advances: DFAS-TRAVELADVANCE@MAIL.MIL

Army Active Component VIP Claims: dfas.rome.jft.mbx.tdy-vip@mail.mil

Army Active Component Settlement Claims: dfas.rome.jft.mbx.army-travel@mail.mil

Military PCS Claims: DFAS-MILPCS@mail.mil

Military PCS Advance Claims: DFAS-MILPCSADVANCE@mail.mil

Contingency Advances: DFAS-ContingencyTravel@mail.mil - Fax: (317) 275-0122

Contingency Settlement Claims: DFAS-ContingencyTravel@mail.mil - Fax: (317) 275-0332

Reserve Advances: DFAS-ReserveTravel@mail.mil - Fax: (317) 275-0336

Reserve Settlement Claims: DFAS-ReserveTravel@mail.mil - Fax: (317) 275-0334

DLA/Navy TDY: DFAS-NavyDLA@mail.mil - Fax: (317) 275-0150

6–16. Defense Travel System (DTS) Procedures for Deployed/Deploying Soldiers

Soldiers using IMCOM OCO –TCS Funding to deploy to combat zones, or to qualifying hazardous duty areas, will not use DTS to create deployment orders, or to file deployment settlement vouchers. Orders are generated via legacy techniques, and final settlement vouchers are filed using the legacy travel voucher processing system through DFAS-IN. As an exception to this policy, USASOC who is resourced by Major Force Program 11, may generate order utilizing DTS.

6–17. Defense Travel System (DTS) Procedures for CONUS Soldiers

a. *General.* Installation Management Command (IMCOM) OCO-TCS Management Office manages funding for all IMCOM OCO-TCS Contingency Funded Travel authorization orders

and vouchers processed in the DTS. As an exception to this policy, USASOC who is resourced by Major Force Program 11, may generate order utilizing DTS. DTS will ensure the proper obligation of funds and facilitate rapid payment to Soldiers. Soldiers must self-register in the DTS. Commands/Units will input IMCOM OCO-TCS orders into DTS for their assigned Soldiers and route to Command reviewers and approval officials for approval. Inherent with this responsibility, reviewers and approval officials will establish internal controls consistent with AR 11-2 (Management Control) and provide guidance for filing, reviewing, and approving TCS vouchers.

b. Documentation. Commands/Units will ensure that Soldiers' supporting documents (a copy of the orders and amended order, waiver, SNA statement, lease agreement, and receipts for items over \$75.00) are included with the voucher prior to command approval for payment. Command/Units will approve the voucher and submit to their DTS travel. Soldiers should receive payment from DFAS within 3 to 5 business days.

c. Requesting Line of Accounting (LOA).

(1) Procedures for Requesting IMCOM OCO-TCS Line of Accounting (LOA) for Processing Authorizations and Vouchers in the DTS (Throughout 8-7c, "LOA" refers to "line of accounting" not "letter of authorization" as in 8-11e).

(2) Notification requirement: Commands/units must notify the IMCOM OCO-TCS Management Office of any changes, deletions or modifications of original IMCOM OCO- TCS orders and amendments. Immediately notify the IMCOM OCO-TCS Management Office if there are any personnel actions that may adversely affect the voucher settlement process.

(3) Final Settlement Voucher: Upon the completion of duty, commands/units should assist the Soldier in preparing and submitting final settlement vouchers in DTS.

6–18. Storage of Household Goods

a. General Rules. General Rules Governing Funding for Household Goods (HHG) Storage and Temporary Duty (TDY) HHG Weight Allowance Transportation:

(1) Army installations are responsible for funding deployment storage of HHG and transportation of TDY HHG allowance. Installations are required to obtain and obligate Overseas Contingency Operation (OCO) funds to pay for all eligible deployment storage for AC and RC Soldiers.

(2) The resource management office (RMO) will provide a specified OCO line of accounting (LOA) to the Installation Transportation Officer (ITO) for deployment HHG storage, and TDY HHG allowance transportation.

(3) The ITO will forward this OCO LOA through IMCOM channels to the HQDA Transportation Account Code (TAC) Coordinator to obtain a unique TAC for all installation storage needs.

(4) Future deployment storage obligations are tracked by each ITO. In cases when a garrison RMO has not received sufficient OCO funding, they must request assistance through the Region RM to HQ IMCOM G-8 to obtain the funding.

b. TDY HHG Weight Allowance. Soldiers supporting contingency operations in an active duty TCS status for more than 200 days are authorized HHG weight allowance IAW JTR, excluding those serving in designated Hostile Fire/Imminent Danger Pay areas. OCONUS shipments must be processed through the ITO. Shipment of TDY HHG weight allowance is authorized back to final duty locations.

c. Special Storage of HHG. Special storage of HHG is authorized for single Soldiers (active duty and mobilized RC); Soldiers married to another service member when both are deployed; Soldiers married to another service member residing at different permanent duty stations; and Soldiers who are single parents with a childcare plan that requires the dependent to leave the residence. Qualified individuals may store HHG at government expense for the period of the contingency operation. RC Members: Special storage funding for RC Soldiers is based on the mobilization order.

6–19. Privately Owned Vehicle (POV)

a. POV Storage Authorization.

(1) POV storage is not an automatic entitlement. All Soldiers must possess proper authorization prior to seeking POV storage.

(2) Soldiers may be authorized storage of one POV when deploying in support of contingency operations. POVs will be stored IAW instructions provided by the local ITO. RC personnel on TCS orders in support of contingency operations may be authorized storage at home station.

(3) If the home station cannot offer a storage option, the servicing ITO may authorize a personally procured storage at the home station. Soldiers must obtain a letter of authorization with the appropriate LOA and associated transportation accounting code (TAC) prior to seeking storage arrangements.

(4) RC Soldiers may only be authorized POV transportation from their home station or residence to the assigned mob station and/or duty location (under JTR, para. 5376/5378) when use of POV is the most advantageous to the government and when home station does not have a POV storage option.

(5) There is no authorization for payment of in-and-around mileage.

b. General Rules Governing Funding for POV Storage.

(1) Army installations are responsible for funding storage of POVs. Installations are required to obtain and obligate OCO funds to pay for all eligible deployment storage for AC and RC Soldiers.

(2) The garrison RMO will provide a specified OCO LOA to the ITO for deployment POV storage.

(3) The ITO forwards the OCO LOA through the IMCOM channels to the HQDA TAC coordinator to obtain one unique TAC for all installation storage needs.

(4) Each ITO will track storage obligations for future deployment storage purposes. In cases when a garrison RMO has not received sufficient OCO funding, they must request assistance through the Region RM to HQ IMCOM G-8 to obtain the funding.

6-20. Leave

a. **Accrued Annual Leave.** Soldiers accrue 2.5 days of annual leave per month while serving on active duty. Commanders and Soldiers are directed to develop a leave plan, at their TCS location, to ensure leave is taken when available, per [AR 600-8-10](#), para 2-2, Leaves and Passes.

(1) All mobilized RC Soldiers are encouraged to take leave **during the period of active duty** or **as part of the REFRAD process**. SMs **WILL NOT** be extended beyond the end date of their mobilization order for purposes of leave.

(2) Sell Back Cap of 60 Days. If military requirements limit taking leave during the period, the RC Soldier mobilized for a contingency operation may cash in all accrued leave prior to REFRAD without impacting their career sell back cap of 60 days.

(3) Leave periods. Soldiers will annotate their leave periods taken when submitting accrual travel vouchers to prevent overpayment and to provide the Defense Network Operations (DNO) section with accurate information on leave taken.

(4) The following procedures will be implemented:

(a) Mobilization/demobilization station will brief Soldiers on the requirement to annotate leave taken on the travel voucher

(b) Attach a copy of their Request and Authority for Leave document (DA Form 31) to the final settlement voucher when it is filed.

(c) Units will create a Soldier Management Individual File (SMIF), IAW [AR 25-50](#), on all Soldiers who TCS to their location.

(d) A copy of all leave forms will be placed in this file for return to the unit along with a completed Leave Verification Form signed by the unit commander

(e) When the Soldier departs the TCS location the SMIF file will accompany the Soldier to the next duty location

(f) Soldiers will attach a copy of their DA Form 31 to their final settlement voucher when they complete their mobilization tour

(g) The increase of regular annual leave accrual carryover (from 60 to 75 days) expired 30 September 2015

(5) Accrued Leave: RC Soldiers transitioning from mobilized or CO-ADOS status who are being immediately converted to another active duty status (e.g. ADOS, AGR, etc.) retain any unused leave from one order to the next.

(a) Commanders should allow Soldiers the opportunity to use accrued leave during the mobilization period, within operational constraints.

(b) Commanders in theater shall ensure that individual Soldier BOG does not impinge on the time necessary for RC Soldiers to complete the demobilization process which includes travel time from theater, days required at the demobilization station and at home station, and time to expend accrued regular leave.

(c) There is NO authority to extend a RC SM for the sole purpose of expending leave (ordinary or PDMRA).

(6) Special Leave Accrual (SLA): Soldiers located in hostile fire/imminent danger pay areas for a continuous period of 120 days or more, are authorized to accrue up to 120 days of SLA (75 days normal leave carry over and 45 days of SLA). Qualifying

(7) Soldiers are authorized to retain such leave until the end of the fourth successive fiscal year. In accordance with [AR 600-8-10](#), Chapter 3, a commander in the grade of O5 or higher is the approval authority for Soldiers who serve at least 120 continuous days in an area in which the Soldiers is entitled to hostile fire and imminent danger pay.

(8) Commanders will not approve SLA until after the fiscal year (FY), when it becomes known how much leave the Soldier will lose. SLA entitlements are discussed further in Title 10 USC para 701.

7 Examples where SLA is not authorized are:
PCS, TDY in performance of normal duty or training, PTDY, scheduled training exercises, or assignment to expanded duties or a more responsible position.

An additional one-time SLA sell back is authorized for enlisted Soldiers (does NOT apply to officers). Under this provision an enlisted Soldier may elect a one-time leave sell back of up to 30 days leave that is in excess of the 120 day SLA Limitation.

Such leave sell back **counts against** the 60-day leave sell back limitation during a Soldier's military career. SLA shall not be used as a means to authorize the accumulation of leave in excess of 75 days which is the result of improper leave management, or for reasons as described in AR 600-8-10.

b. Emergency Leave. Emergency leave is granted for personal or family emergencies. It must be approved by the unit commander. This type of leave is normally granted to service members for family emergencies involving members of their household, their immediate family, or a sole surviving relative whenever the circumstances warrant and the military situation permits. The DA Form 31 will be used as the emergency leave order as described in AR 600-8-10 and the JTR.

(1) Although swift and sensitive action on emergency leave requests is essential, the military must confirm that an emergency does exist and that the service member's presence can resolve or alleviate the situation. Emergency leave may be appropriate when:

(a) A member of the household or immediate family has died

(b) The service member's presence would contribute to the welfare of a dying

member of the household or the immediate family

(c) Serious illness of a member of the household or the immediate family imposes a demand on the service member that must be met immediately and cannot be accomplished from the duty station or by any other means

(d) The service member's failure to return home places a severe or unusual hardship on the spouse, his or her household, or the immediate family.

(2) Service members will not be granted emergency leave for reasons such as the normal pregnancy of a spouse, delivery of a baby, or resolution of marital or financial problems.

(3) If emergency leave is verified and granted, commanders typically authorize up to thirty days of leave for the service member (emergency leave is chargeable leave). If the service member needs an extension while on emergency leave, he or she must contact the unit commander for approval. If granted emergency leave, service members may also be able to receive emergency leave travel in government-owned or controlled aircraft. If a service member has been granted emergency leave from his or her unit commander, he or she may want to check the availability of funding for travel or space-available military flights.

(4) Red Cross personnel will notification and assistance to Soldiers as needed. Soldiers are authorized government funded transportation only from TCS/deployment location to Home Station/PDS at government expense. Any additional travel to the emergency leave destination is at the Soldier's expense. Air Mobility Command (AMC) space required travel via Patriot Express or other government transportation will be used to the greatest extent possible.

7 Although verification of the emergency by the American Red Cross or the host country's equivalent agency is not usually necessary, it does help the unit commander confirm that the request for leave is valid.

c. **Convalescent Leave.** Soldiers who are granted convalescent leave for illness or injury incurred in the line of duty while eligible to receive hostile fire pay and imminent danger pay are entitled to funded transportation IAW JTR, Convalescent Leave Transportation Allowances will be funded by the supporting MTF and reimbursed through OCO. See AR 600-8-10, Chapter 5 for additional information concerning convalescent leave.

d. **United States Central Command R&R leave program.**

(1) The United States Central Command (USCENTCOM) R&R leave program provides a period of leave to active duty, National Guard, and Reserve service members, and Department of Defense (DoD) civilian employees who are deployed to eligible countries. To be eligible for the program, service members must be assigned to one of fifteen designated contingency countries within the USCENTCOM area of responsibility (AOR) for at least 270 days boots on ground (BOG).

Designated countries are:

Afghanistan, Bahrain, Iraq, Jordan, Kuwait, Kyrgyzstan, Oman, Pakistan, Qatar, Saudi Arabia, Syria,

Tajikistan, Uzbekistan, the United Arab Emirates, and Yemen.

(2) Specific implementation instructions and eligibility criteria for chargeable R&R can be found in DODI 1327.06, paragraph 1j(9). To ensure RC units deploying to USCENTCOM Theater on 12-month or greater TCS deployment orders are afforded an opportunity to take a chargeable R&R leave period, the 10% limit imposed on personnel absence may be increased to 12% by the first GO/flag officer in the chain of command, subject to operational conditions. This authorization is designed to enable more RC personnel the opportunity to take R&R leave during deployment in the USCENTCOM AOR. AC units will remain under the 10% absentee limitation. National Guard or Reserve service members must serve at least 270 days of continuous duty within the combat theater. For service members assigned for the requisite 270 days BOG, the R&R leave program provides fifteen days of leave; for service members assigned to fifteen-month tours, the R&R leave program provides eighteen days of leave.

(3) Effective 23 March 2010, the land areas of Iraq and Afghanistan have been designated as eligible for non-chargeable R&R (NCR&R). Service members deployed to Iraq or Afghanistan, who meet the eligibility requirements noted above, may receive an administrative absence of up to fifteen days to be used in conjunction with the travel benefits provided under the standard chargeable R&R leave program. The benefits under the NCR&R program are not retroactive nor are service members otherwise compensated with leave if unable to take NCR&R from theater.

(4) The final decision regarding eligibility for the program rests with the commander in theater and is based on mission constraints and how close the unit is to coming home. If the unit cannot afford to lose personnel for leave, service members will not be able to take advantage of the program. Also, if the service member's unit is scheduled to return home within the next sixty days, R&R leave is usually not granted, as the unit will be preparing to redeploy.

The final decision regarding eligibility for R&R leave rests with the Commander. If the service member's unit is scheduled to return home within the next Sixty days, R&R leave is usually not granted, as the unit will be preparing to redeploy.

(5) For service members selected to participate in the R&R leave program, the Government will pay for all airline costs from the Gateway in Kuwait to the airport nearest the service member's leave destination and return. Service members are not required to come home during R&R leave; they can meet their families somewhere else if they plan to enjoy their leave time at a different location. Leave may not be taken within any of the designated countries noted above.

(6) Additionally, leave may not be taken in countries listed in the State Department's Current Travel Warnings.

e. United States Army Europe Kosovo R&R leave Program.

The United States Army Europe (USAREUR) also has an R&R leave program for Soldiers and Department of the Army (DA) civilians who are serving in the Kosovo area of operation, providing up to fifteen days (including travel time) of chargeable leave away from the area of operation. To be eligible for the program, Soldiers must be projected to remain in Kosovo for 270 days or more, must have served at least sixty consecutive days in Kosovo prior to taking R&R leave, and must commence travel no later than

sixty days prior to unit transfer out of Kosovo. Eligible DA civilians must be projected to remain in Kosovo for 180 days or more, must have served at least sixty consecutive days in Kosovo prior to taking R&R leave, and must commence travel no later than sixty days prior to transfer out of Kosovo.

6–21. Personnel Assistance Points (PAP)

7 PAPs help service members check into flights and process leave forms, and can provide service members and their families with additional assistance as needed.

As a service member goes through the R&R process, he or she will go through the Gateway in Kuwait, and a Personnel Assistance Point (PAP) in Europe (if they are stationed in Europe), or in the United States at Hartsfield-Jackson International Airport in Atlanta or Dallas-Fort Worth International Airport. For more information on the

USCENTCOM R&R leave program or the USAREUR Kosovo R&R leave program, please contact the appropriate PAP office.

Atlanta PAP

Hours of Operation	0500-0200 daily
Commercial Phone	1-404-464-4254 1-404-464-4255
Defense Switch Network (DSN) Phone (within the continental United States (CONUS))	367-4254 367-4255
Toll-Free Phone	1-800-276-5809

Dallas-Fort Worth PAP	
Hours of Operation	24 hours daily
Commercial Phone	1-972-574-0388 1-972-574-0389 1-972-574-0390 1-972-574-0391
DSN Phone	739-5018 (CONUS) 312-739-5018 (Outside CONUS (OCONUS))
Toll-Free Phone	1-800-770-5580
USAREUR R&R Support Team	
Hours of Operation	24 hours daily
Commercial Phone	06221-57-6468 (in Germany) 49-6221-57-6468 (outside Germany)
DSN Phone	314-370-6468
Toll-Free Phone	0800-USAREUR (in Europe) (0800-872-7387)
AL-SHAMEL (Kuwait) PAP	
Hours of Operation	AL-SHAMEL (Kuwait) PAPs can notify the Al-Shamel in Kuwait to change tickets. Please do not contact Carlson-Wagonlit or any other Sato number in CONUS. Use only the numbers below to change R&R tickets.
DSN Phone	318-442-0024 318-442-0026
Commercial Phone	011-965-2297-6003 (from CONUS)
Email address	Sato@alshamel.com

*Non-Chargeable R&R can be found in [DODI 1327.06](#), paragraph 1j (10).
Paternity Leave: Married Soldiers serving on active duty whose wife gives birth to a child are authorized up to 10 days non-chargeable administrative absence. Paternity leave must be taken consecutively and within 45 days after the birth of a child.
Paternity leave cannot be combined with R&R leave. Deployed Soldiers have 60 days after returning from deployment to utilize the 10 days of paternity leave.*

REFERENCES:

Army Directive 2017-09
Management of the Individual Ready Reserve

AR 500-5
Army Mobilization

AR 600-8-10
Leaves and Passes

AR 600-8-101
Personnel Readiness Processing
(formerly named “In-, Out-, Soldier Readiness, and Deployment Cycle”)

AR 614-30
Overseas Service

DA PAM 600-8-101
Personnel Processing Procedures

DODI 1235.12
Accessing the Reserve Components

DODI 1327.06
Leave and Liberty Policy and Procedures

Joint Publication (JP) 4-05
Joint Mobilization Planning

ALARACT 001/2018

Implementation Guidance for Recertification of and Supporting Documentation Required for the Basic Allowance for Housing (BAH) for Regular Army and Reserve Component (RC) Soldiers (Expired 30 September 2018)

Chapter Seven

Casualty Operations and Mortuary Affairs

Section I Introduction

7-1. Purpose

This chapter discusses procedures of casualty operations in theater; provides instruction on line of duty determinations; reporting prisoners of war and missing in action; escorts and funerals; and records management. Provide commanders and their human resources staff guidance on casualty reporting, notification, collateral reports and mortuary affairs.

7-2. Overview

a. Handling casualty operations is one of the critical human resources (HR) tasks, and must be done accurately and efficiently. It is a critical part of the Army taking care of Soldiers and Family members. As professionals, senior HR leaders and managers are responsible for ensuring that casualty operations are properly executed in all units and activities under their charge.

b. Casualty operations includes the production, dissemination, coordination, validation and synchronization of casualty reporting, notification, assistance, line of duty determination, disposition of remains, disposition of personal effects, and military burial honors.

c. *Casualty and Mortuary Affairs Operations Division.* The Casualty and Mortuary Affairs Operations Division (CMAOD) of The Adjutant General Directorate at the U.S. Army Human Resources Command (HRC) at Fort Knox, KY executes the full spectrum of Army casualty and mortuary affairs to support Department of Defense (DOD) directed missions, Soldiers and Families for present and past conflicts; and serves as the lead agent for the Defense Casualty Information Processing System (DCIPS). It maintains a homepage website at:

[https://www.hrc.army.mil/content/Casualty%20and%20Mortuary%20Affairs%20Operations%20Division%20\(CMAOD\)](https://www.hrc.army.mil/content/Casualty%20and%20Mortuary%20Affairs%20Operations%20Division%20(CMAOD))



This website also includes direct links to:

- Our Mission and Vision
- Family Benefits and Entitlements
- General Officer FAQs

d. Army Casualty Assistance Centers. Casualty Assistance Centers (CACs) are located throughout the U.S. and in Germany, Korea, Puerto Rico and Japan – they can be contacted to provide information specific to their assigned location.

e. Governing Publications. AR 638-8 (Army Casualty Program) and DA PAM 638-8 (Procedures for The Army Casualty Program) are the two publications that govern the Army's program for reporting and managing its casualties. These two publications collectively prescribes policies, procedures and mandated tasks for U.S. Army casualty operations, to include casualty reporting, casualty notification, and casualty assistance. These two publications also provide information to CACs and to Soldiers designated to perform the duties of a casualty notification officer or casualty assistance officer, as well as information pertaining to casualty related documentation. A copy of these two publications can be viewed and/or obtained online from HQDA's Army Publishing Directorate (APD) homepage website at: <https://armypubs.army.mil/>.

Section II Casualty Operations

7–3. Reportable Casualties

AR 638-8, paragraph 2-6 provides a complete list of the types of personnel requiring casualty reporting when they become a casualty. This list includes the following:

- a.* Active duty Soldiers.
- b.* Reserve Component Soldiers (Army National Guard (ARNG) and U.S. Army Reserve (USAR)).
- c.* Soldiers separated from the Army within 120 days.
- d.* Department of the Army Civilians (DACs) and contractor employees (OCONUS and CONUS).
- e.* Department of the Army Family members (OCONUS).

7–4. Responsibilities of Commanders

a. Brigade Commanders (Before Deployment). Brigade commanders will ensure that their subordinate units complete the following actions prior to deployment:

- (1) Appoint a Summary Courts-Martial Officer (SCMO) for the Area of Operations (AO) and for the Rear Detachment to process the personal effects (PE) of a deceased Soldier in

coordination with the S-4. Coordinate the SCMO appointments with the command's servicing judge advocate.

(2) Ensure that all deploying Soldiers and their Family members view the Casualty preparedness video prior to deployment.

(3) Brief Soldiers on the importance of updating wills, and provide each Soldier the opportunity to update DD Form 93 (Record of Emergency Data), SGLV-8286 (Servicemembers' Group Life Insurance Election and Certificate), Traumatic Service members Group Life Insurance, and Family Service members Group Life Insurance.

b. Commanders and Staffs.

(1) Commanders and their staffs must ensure casualty reporting, the completion of collateral investigations, and the presentation of investigation results to the next of kin within established timelines.

(2) Use the public affairs (PA) officer and NCO to assist in media talking points for special interest or special categories of casualty cases that may generate media attention.

(3) If a subsequent investigation of the casualty, incident reveals additional information that clarifies or changes the circumstances originally reported, commanders will report the change through [casualty channels](#), as soon as the circumstances are known.

c. Battalion Commanders. Once a casualty occurs, the battalion commander, or his or her battalion-level field grade designee, must verify the accuracy of the casualty circumstances.

(1) Before submitting the initial or supplemental report, verified prior to signing the Department of the Army (DA) Form 1156, Casualty Feeder Card.

(2) Use the web enabled casualty-reporting component of the Defense Casualty Information Processing System (DCIPS) known as the Defense Casualty Information Processing System – Personnel Casualty Report (DCIPS-PRC).

(3) If a subsequent investigation of the casualty, incident reveals additional information that clarifies or changes the circumstances originally reported, commanders report the change through [casualty channels](#), as soon as the circumstances are known.

7–5. Casualty and Mortuary Affairs Branch of CMAOC

a. The Casualty and Mortuary Affairs Operations Center (CMAOC) provides policy and operational oversight of daily Army casualty and memorial affairs operations.

b. The Casualty and Mortuary Affairs Branch of CMAOC is responsible for casualty reporting, bedside travel and transportation orders, casualty support, death investigations tracking and management, fatal accident Family brief program, and current conflict Prisoner of War (POW) and Missing in Action (MIA) matters.

7–6. Defense Casualty Information Processing System – Personnel Casualty Report (DCIPS-PCR)

a. The use of DCIPS-PCR to report casualties must be coordinated with theater casualty reporting organizations. The DCIPS-PCR Army User Guide is located on milSuite at: <https://www.milsuite.mil/book/groups/defense-casualty-information-processing-system-dcips>.

- Download DCIPS-Forward
- DCIPS web Portal on NIPRNET
- MilSuite Defense Casualty Information Processing System Files; Quick View Files ID 32642930; and User Guide File ID 32642856.
- Select DCIPS Forward 8.0 Download Folder;
- Select DCIPS Forward 8.0.066 Application File (mdb);
- Copy the DCIPS-FWD. DB file to any location on your PC (e.g., "My Documents"); Download the User Guide (pdf).
- Major Changes to DCIPS-Forward 8.0 DCIPS Forward Main Menu
- DCIPS Forward Casualty Main Listing
- DCIPS Forward Casualty Information Form

b. *Reporting Channels.* All contingency-related casualty reports will be sent through casualty reporting channels to the serving CAC. The CAC will verify all casualty information and submit casualty reports using the web-based casualty reporting tool DCIPS-CR.

c. *Reporting Timelines.* Commanders in theater must submit the initial casualty report through casualty reporting channels to the serving CAC within 12 hours of a casualty incident.

d. *Casualty Liaison Teams (CLT).* CACs must coordinate with patient administration offices to arrange for on-site CLTs to track casualties evacuated to military, VA, or civilian hospitals within their area of responsibility. CLTs are essential in providing updated information on all incapacitated injured or ill (III), seriously injured/ill (SI), and very seriously injured/ill (VSI).

e. *Reporting Suspected Friendly Fire Incidents.* As soon as a commander suspects friendly fire, they will provide immediate notification through the casualty reporting channels to the Casualty and Mortuary Affairs Operations Center (CMAOC).

7–7. Submit a Casualty Report

Commanders will submit a casualty report to explain what is known about the circumstances and confirm that a collateral and accident investigation has been initiated. Commanders will also contact the Combat Readiness/Safety Center and the local Criminal Investigation Division (CID) to review the incident for safety and/or criminal aspects. If suspicion of friendly fire emerges during an initial death investigation, commanders will submit a supplemental casualty report, with the same battalion-level field grade review, to update information previously reported.

7–8. Reporting Procedures for Missing Soldiers

a. Commanders must document the situational circumstances surrounding a missing Soldier

and inform the chain of command of their intent to report a Soldier as Duty Status Whereabouts Unknown (DUSTWUN). The Commander will submit a DCIPS-CF report through casualty reporting channels to the Theater CAC. The casualty report must detail all actions taken, which have been taken to verify the Soldier's status. Upon receipt, the Theater CAC will coordinate with CMAOC for final instructions before submitting the report. The CMAOC will work with the CAC to provide guidance to commanders on missing Soldiers.

b. If a Soldier's status for DUSTWUN is approved, the Commander will initiate a DD Form 2812 (Commander's Preliminary Assessment and Recommendation Regarding Missing Person) with his or her findings and recommendations on that Soldier's status IAW AR 638-8 (Army Casualty Program). The Commander will also forward the missing Soldier's personnel records to Commander, U.S. Army Human Resource Command (AHRC-PDC-M), 1600 Spearhead Division Avenue, Fort Knox, KY 40121-5405.

c. Organizations holding medical and dental records for missing Soldiers should scan those records immediately via email to peddopn@conus.army.mil for use by the Army liaison officer at USAF Port Mortuary, Dover AFB, DE. For specific guidance and additional information, see AR 600-8-104 (Army Military Human Resource Records Management).

d. AR 638-8 (Army Casualty Program) and [DODI 2310.5](#) (Accounting for Missing Personnel) provide detailed guidance on the handling of missing Soldiers.

7-8. Collateral Reporting Requirements

a. *For All Hostile Deaths and Fatal Training/Operational Accidents.* The Summary Courts Martial Convening Authority will initiate a death investigation (either formal or informal) under the provisions of AR 15-6 (Procedures for Administrative Investigations and Boards of Officers). Commanders will report the investigation initiation through casualty reporting channels to allow the deceased Soldier's Family to be notified that an investigation is underway. Commanders will also provide monthly status updates and a copy of the completed investigation to the CMAOC through casualty channels.

b. *For Suspected Criminality.* If any criminality is suspected during the course of an investigation, commanders will immediately notify CID who will initiate a CID report of investigation.

c. *For Military Related Accidents.* For casualties that are a result of a military-related accident, the unit commander will submit the completed collateral investigation to the Summary Courts Martial Approving Authority or designee within 30 days from the fatal training or operational accident.

d. *For Suspected Friendly Fire.* For casualties of suspected friendly fire incidents, unit commanders will submit the completed collateral investigation through the General Court Martial Convening Authority to the combatant commander within 30 days of the incident.

7-9. Line of Duty Investigations

Line of Duty Investigations (LOD) are required for death cases. Formal or inform investigations

will be conducted in accordance with AR 600-8-4 (Line of Duty Policy, Procedures, and Investigations).

7–10. Casualty Notification for Civilians

CMAOC's Notification Section will facilitate notification with the Assistant G-1, Civilian Personnel (AG1-CP) for DA Civilians, and with the parent contract agency for contractor personnel. Civilian Personnel Advisory Centers (CPACs) are responsible for providing casualty assistance to the next of kin (NOK) of deceased civilians.

7–11. Travel and Transportation Orders (T&TOs)

a. Travel to the Bedside of a Soldier. Up to three eligible Family members are permitted to be issued T&TOs to travel to the bedside of a Soldier who is classified as very seriously ill (VSI), seriously ill (SI) or not seriously injured/ill (NSI) [IAW DODI 1300.18](#) (Department of Defense (DOD) Personnel Casualty Matters, Policies, and Procedures). The hospital staff must first complete a DA Form 2984 (Very Seriously Ill/Seriously Ill/Special Category Patient Report), signed by the attending physician or hospital commander, requesting the Family's presence at the bedside. CMAOC will not extend a T&TO to Family members to facilitate travel into the theater of operations.

b. Travel to Dover Air Force Base. T&TOs will be allowed for the PNOK and two other eligible Family members to travel to Dover Air Force Base in Dover, Delaware. This allows Family members to witness the dignified transfer of deceased Soldiers arriving from the theater of operation.

c. Authorized Per Diem. CMAOC may extend T&TOs to Family members related to casualties from current contingency operations. Family may be authorized per diem. NOK should not travel before a T&TO is available. Commanders are responsible for ensuring that Family members know this. Travel without a T&TOs is not reimbursable.

Section III Mortuary Affairs

7–12. Introduction

This section provides guidance on the search and recovery of remains, collection of identification media, escort of remains, and personal effects (PE) processing.

7–13. Governing Publications

a. AR 638-2 (Army Mortuary Affairs Program) and DA PAM 638-2 (Procedures for The Army Mortuary Affairs Program) are the two publications that govern the Army's program for mortuary affairs.

(1) AR 638-2 sets policies and responsibilities for operating the Army's Current Death Program worldwide; covers the search for, recovery, tentative identification, preparation, and disposition of remains and assistance to eligible Family members; and sets policies and

responsibilities for the disposition of personal effects (PE).

(2) DA PAM 638-2 provides practical guidance and procedures for unit commanders, Casualty Assistance Centers (CACs), Casualty Assistance Officers (CAOs), and Summary Courts-Martial Officers (SCMO) charged with the care and disposition of remains and/or disposition of PE.

b. A copy of these two publications can be viewed and/or obtained online from HQDA's Army Publishing Directorate (APD) homepage website at: <https://armypubs.army.mil/>.

7-14. Mortuary Affairs Guidance

a. *Search and Recovery.* Commanders will take appropriate action to search for and recover remains of their Soldiers, DA Civilians, and contractor personnel. The Joint Pub 4-06 (Mortuary Affairs in Joint Operations) provides procedures for search and recovery of remains.

b. *Identification.* Remains will be processed for identification under policies and procedures in AR 638-2, Chapter 8. Definitive identification occurs only when there is a favorable comparison between ante-mortem and post-mortem dental, fingerprint, and/or DNA records. Upon receipt of an initial casualty report for a deceased or missing Soldier, organizations holding medical and dental records should scan them immediately to Dover.ArmyMort@dover.af.mil for use by the Army liaison officer at the USAF Port Mortuary, Dover AFB.

c. *Personal Effects (PE).*

(1) When an individual is killed or wounded in action, do not remove their gear (including body armor and helmets), clothing, or other personal effects except to perform life-saving measures, or for safety and/or security reasons. All items, except weapons, radios, munitions, classified documents, and hazardous material found on or near the individual, will be shipped with the individual to the local medical treatment facility or mortuary affairs collection point. If PE are separated from a Soldier during life-saving measures, and the Soldier subsequently dies, their effects are evacuated with the remains to the servicing mortuary affairs collection point. Body armor should be turned in to the nearest mortuary affairs collection point for forward shipment to Dover Port Mortuary.

(2) Soldier's personal equipment will be managed (from home and deployed AO) must be handled in accordance with AR 638-2 and DA PAM 638-2. Commanders will ensure all required documentation is completed and forwarded to: Commander, U.S. Army Human Resources Command (AHRC-PDC-C), 1600 Spearhead Division Avenue Fort Knox, KY 40121-5405

d. *Escorts.* Commanders in the Area of Operations (AO) will not appoint an escort from the AO forces to accompany the remains of deceased Soldiers or DA Civilian employees, unless they receive a by-name request from the Soldier's Family. CMAOC will approve all request prior to commanders in the Area of Operations (AO) appoints an escort to accompany the remains of the deceased Soldier or DA Civilian employee. If escorts from the AO accompany remains without prior CMAOC approval, the preparing mortuary will return unauthorized escort(s) to the

place of origin or home station (as appropriate).

7–15. Honors

Unless specifically denied honors by the Secretary of the Army or his designee, it is the Department of the Army policy to render planeside honors and full military funeral honors for all fallen active duty Soldiers. Planeside honors are conducted in accordance with the "Planeside Honors SOP" posted on the Military funeral honors are rendered in accordance with [DODI 1300.15](#), Military Funeral Support.

7–16. Interactive Casualty Training

a. CMAOD Interactive Casualty Training (AKO Login Required)

b. All Casualty Notification Officers (CNOs) and Casualty Assistance Officers (CAOs) are required to be recertified every year. This recertification training is to be taken no later than twelve months after the initial certification training date. This recertification is good for twelve months. To keep recertification validation current, CNOs/CAOs may take the recertification again no later than twelve months after initial recertification.

c. The rank requirements for CNO and CAO are as follows:

- (1) For Commissioned Officers: Captain (CPT) or above.
- (2) For Commissioned Warrant Officers: Chief Warrant Officer two (CW2) or above.
- (3) For Noncommissioned Officers: Sergeant First Class (SFC) or above.

d. Recertification training will NOT certify a Soldier to serve as a CNO or CAO if that individual does not meet the above rank requirements OR if that same individual does not complete the initial classroom training within the past year.

HELFUL LINKS:

AirCraft Casualty Emotional Support Services (ACCESS)

Air Disaster Bereavement Support Supporting

The Compassionate Friends

Supporting Family After a Child Dies

Gold Star Wives of America, Inc.

Military Widows/Widowers

The Tragedy Assistance Program for Survivors (TAPS)

Tragedy Assistance Program for Survivors

U.S. Air Force

Air Force Aid Society
Air Force Families Forever
Air Force Casualty Services
Air Force Mortuary Affairs Operations
Air Force Wounded Warrior

U.S. Army

Survivor Outreach Services

U.S. Marine Corps

Gold Star Family Support
U.S. Marine Corps Casualty Assistance

U.S. Navy

Navy Casualty Assistance for Family Members

U.S. Social Security Administration

Social Security Survivor Benefits

REFERENCES:

AR 15-6

Procedures for Administrative Investigations and Boards of Officers

AR 600-8-4

Line of Duty Policy, Procedures, and Investigations

AR 638-2

Army Mortuary Affairs Program

AR 638-8

Army Casualty Program

DA PAM 638-2

Procedures for The Army Mortuary Affairs Program

DA PAM 638-8

Procedures for The Army Casualty Program

DOD Instruction 1300.15

Military Funeral Support

Joint Publication 4-06

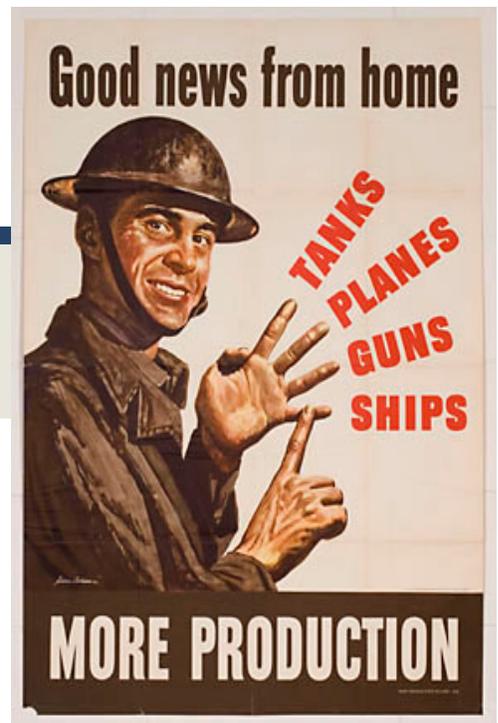
Mortuary Affairs in Joint Operations

MILPER Message Number 17-285

Defense Casualty Information Processing System (Casualty Reporting)

Chapter Eight

Equipment



8–1. Purpose

Provide equipment guidance for all personnel who mobilize and/or deploy in support of contingency operations and peacekeeping missions.

8–2. General

a. Clothing and Individual Equipment (CIE) is provided to the military Active Army, and Reserve Component (RC) personnel, authorized DoD civilians, Red Cross, AAFES, and contractors when required for deployment in support of contingency operations and peacekeeping missions. Active Army and RC units are responsible for issuing Organizational Clothing and Individual Equipment (OCIE) for deploying Soldiers to the maximum extent possible at home station utilizing Operations and Maintenance Army (OMA) / Operations and Maintenance Army Reserve (OMAR) funds. If funds are not available, U.S. Army Forces Command (FORSCOM) will assist units with funding requirements. RC filler/replacement personnel assigned to Troop Program Units (TPU) deploying as individuals, with the exception of the Push and Pull Soldiers being treated as Non-Unit Related Personnel (NRP), will report to the Force Generation Platform (FGP), (installations that deploy one or more brigades) and/or CONUS Replacement Center (CRC) with full wartime allowance of personal clothing and OCIE in serviceable condition. Military personnel will also deploy with Military Occupational Specialty (MOS) specific OCIE items (e.g. combat vehicle crew member coveralls, Army aircrew combat uniform, mechanics coveralls, fuel handler coveralls, etc.).

b. Troop Program Unit (TPU) personnel. Troop Program Unit (TPU) personnel will report to the mobilization station or CRC with their full wartime allowance of personal clothing and OCIE in serviceable condition.

c. RC units with unresolved OCIE shortages. RC units alerted for mobilization will submit a list of their unresolved deployment OCIE shortages through their chain of command to the mobilization station Central Issue Facility (CIF). The mobilization station CIF will requisition and issue all shortages of deployment/theater specific OCIE using Overseas Contingency Operations (OCO) or Contingency Operations (CONOPS) funding; ensuring the Operational Project Code is included on all requisitions. Upon redeployment, the mobilization station CIF will recover non-unit fielded OCIE.

d. Theater specific uniforms and OCIE. Rapid Fielding Initiative (RFI) fielding sites at mobilization station will issue theater specific OCIE and equipment. Operational Camouflage Pattern (OCP) uniforms and OCIE are only issued to units/Soldiers who are attached or prioritized enablers to specific theater missions. HQDA G3 determines which theater and mission is authorized OCP OCIE. If issued, the unit must forward a list of names for Soldiers arriving to the mobilization station NLT 30 days in advance for the production of OCP nametapes at the RFI fielding site.

e. Non-unit related personnel (NRP) OCIE. The CRC will process all non-unit related personnel designated for deployment outside the continental United States theaters as fillers and replacement personnel to include Individual Mobilized Augmentees (IMA), Individual Ready Reserve (IRR) Soldiers, AC and RC personnel. Individuals will process through and deploy from the CRC and be issued an individual weapon, mask, and authorized OCIE. The CRC will ensure that all personnel have required OCIE for their assigned theater of operations. IRR Soldiers deploying as unit fillers will have equipment issued at the mobilization station.

(1) Travel uniform: All personnel traveling in and out of the CENTCOM area of operations will wear either civilian clothing, Operational Camouflage Pattern (OCP), and/or as required by CENTCOM commander. DOD civilians will not wear military uniforms in the Iraq Joint Operations Area (JOA).

(2) Contractors: Contractors will not wear military uniforms except for specific OCIE items required for safety or security or based on approved exception to policy and negotiated contracts. CRC will ensure personnel have negotiated required OCIE on hand prior to departure from CONUS. Government Furnished Equipment (GFE) issue to deploying personnel shall be returned to the control of the U.S. Government in accordance with Department of Defense Instruction 4162.2 and the applicable contracts. The contractor and the contractor employee is liable for the cost and replacement of the lost, theft, damage, and destruction of GFE and clothing. The contracting officer is responsible for enforcing the terms of the contract and ensuring that the contractor employee complies with applicable policy, regulations and that any government issued protective clothing and OCIE is recovered and returned to the government as stipulated in the contract.

f. Deployment/Redeployment platforms. All Federal Government personnel and supporting personnel of the Chief of Mission Iraq (CMI) will be deployed and redeployed through the Third US Army (Forward) facilities in Kuwait. While in-processing through the Kuwait facilities, all OCIE will be laterally transferred using Installation Support Module - Central Issue Facility (ISM-CIF). Non-OCIE items such as masks and weapons will be laterally transferred from the CRC to the gaining unit utilizing Global Combat Support System –Army (GCCS-A) account. The equipment (mask/weapons) becomes unit- owned property and is not required to be returned to the CRC. Property will be classified as Theater Provided Equipment (TPE). In the rare case that a weapon is required/approved for a contractor, the weapon must be laterally transferred directly from the CRC to an Army property book account.

8–3. Organizational Clothing and Individual Equipment (OCIE)

a. OCIE is the minimum requirement for all personnel deploying in support of contingency operations. All deploying personnel will have these minimum required items in their possession prior to CONUS departure.

b. Commanders will ensure personnel have the correct sizes and that all OCIE and personal clothing items are fully serviceable for the duration of the deployment. The RFI issuing point will continue to issue Soldiers Flame Resistant Army Combat Uniforms (FRACU) in the Operation Enduring Freedom Camouflage Pattern (OEF-CP) until inventories are exhausted; at which time Operational Camouflage Pattern (OCP) FRACU's will be issued.

8-4. Army Direct Ordering (ADO)

a. The Army Direct Ordering Program is a USARCENT program that was established to provide sustainment of clothing bag items and OCIE to deployed military personnel in support of a contingency mission. Individual Air Force / Navy personnel (augmentees) assigned to or embedded within Army units that are performing tactical mission in support of a contingency mission are authorized to use ADO for sustainment of Army clothing only through the Army unit they are assigned or embedded within. The unit may set-up an account through Operational Sustainment (first TSC).

b. Funds will be activate within 30 days for OCIE and 45 days for clothing bag items. It is strongly advisable to wait until "Boots on Ground" and are 100% certain of unit's mailing address so items are not shipped to the wrong address or lost during shipment. Soldiers (Enlisted and Officers) may place order by size via AKO link thru DLA E-Commerce to Kentucky Logistics Operations Center (KYLOC) web site (<https://army.kyloc.com>). If internet access is limited, unit designee can order items in the Soldier's name. However, if the OCIE item was not issued and not listed on the Soldier's clothing records, then the Soldier is not authorized the item and the unit designee cannot approve the item for ordering

8-5. Individual Protective Equipment

a. Individual Protective Equipment (IPE) refers to a specific compilation of protective clothing, personal decontamination and detection equipment used for Chemical Biological Radiological Nuclear (CBRN) protection. Service members review the most current Standardized Individual Soldiers Basic Load (SISBL) and Common Table of Allowances for IPE authorizations. To-Accompany-Troops (TAT) is a requirement for all deploying Soldiers and DoD civilians. All deploying personnel will have these items in their possession prior to departure from mobilization site or home station.

b. IPE Issuing Units are to requisition CBRN IPE in accordance with instructions contained in the Deployment Order or as prescribed by standard pre-deployment procedures at the Conus Replacement Center (CRC).

(1) All deploying personnel will draw IPE in accordance with the basis of issue prescribed in the Deployment Order or as specified in Common Table of Allowance (CTA) 50-900 and CTA 50-970.

(2) Account for IPE on individual hand receipt. It is the hand receipt holders' responsibility to account for the property until properly relieved. Turn-in of IPE will be conducted in accordance with theater specific guidance or as instructed by Individual Chemical Equipment Management Program (ICEMP) upon redeployment to demobilization site or home station.

c. Required IPE for deploying personnel is the commander's responsibility to ensure all

soldiers deploy with these items. All personnel are required to deploy with their issued OCIE / IPE as to Accompany Troops (TAT) and not leave it in CONUS.

8-6. Equipment Accountability

a. Upon deployment, Soldiers will bring weapons from their parent unit to the Fort Bliss CONUS Replacement Center (CRC) based on mission requirements. A supporting command/agency that does not have organic weapons will coordinate with their supporting installation for the issuance of weapons to Soldiers before departure from home stations. For Non-unit Related Personnel (NRP) without parent units, weapons will be issued by the Fort Bliss Logistics Readiness Center Property Book Officer (LRC PBO). The LRC PBO will issue such weapons through the TACOM-Unique Logistics Support Applications (TULSA) portal to NRP, aligning personal responsibility for issued weapons to NRP.

(1) Civilians normally will not be issued a weapon. In the rare case that a weapon is required/approved for a contractor, the weapon must be laterally transferred directly from the CRC to an Army property book account.

(2) Following issuance of weapons by the LRC PBO, NRP will be responsible for logging into the TULSA portal (<https://tulsa.tacom.army.mil/index.cfm>) monthly (no later than the 25th of each month) to validate and resign for their weapon. Failure of NRP to validate and resign in the TULSA portal monthly will result in a notification sent to the NRP's Commander to enforce this policy. The monthly validation will serve as the monthly sensitive items check for weapons issued to NRP in theater until re-deployment and return to the LRC PBO to close out NRP hand-receipts. The following steps describe the process for issuance and accountability of weapons from the LRC PBO to NRPP:

(a) The LRC PBO will help deploying NRP establish accountability for weapons using DA Form 2062 (primary hand-receipts) through TULSA. The LRC PBO will also provide NRP an information sheet that describes monthly responsibilities to validate and resign for weapons through TULSA.

(b) NRP who sign a DA Form 2062 for weapons from the LRC PBO are the weapons' primary hand receipt holders (PHRHs), and by doing so indicate they have received the property and accept personal responsibility for the weapons.

(c) NRP PHRHs, when signing the DA Form 2062, agree to exercise reasonable and prudent actions to properly use, care for, safeguard, and return issued weapons in the same condition as when originally issued (less any fair wear and tear). Failure to do so may subject the PHRHs to financial liability unless a preponderance of the evidence indicates loss or damage was not the result of negligence or willful misconduct. DA Pam 710-2-1, chapters 5 and 6 contain information that will help management of hand receipts.

(d) NRP PHRHs will report damaged or missing weapons in a timely manner in TULSA to the LRC PBO. NRP will also be responsible for storing their weapon in a secure area. NRP PHRHs will report any indications of theft or break-in to their immediate supervisor, unit commander, or first sergeant.

(e) All NRP PHRHs must conduct the required inventories when requested to do so and provide a written statement to the LRC PBO of the results of that inventory. This process will be accomplished through the TULSA portal monthly (NLT 25th of each month).

(f) Mission commanders are responsible for ensuring that NRP PHRHs assigned to their organization meet the monthly TULSA validation (re-signing for their weapons).

b. Upon redeployment, it is the NRP PHRH's responsibility to coordinate with the LRC PBO to return their weapon and close out their account (hand-receipt) and TULSA account. When NRP personnel are medically evacuated or depart theater under special circumstances, the NRP's deployed unit of assignment or medical facility will secure the weapon and coordinate with the supporting Theater Property Book Officer (TPBO) to arrange the return of the NRP's weapon to Fort Bliss CONUS Replacement Center (CRC) and close the NRP's hand receipt in TULSA.

8-7. Authorized Baggage

a. *Deployment / Redeployment-AMC / Contracted Military / Commercial Flights / deployment to theater.* Soldiers are authorized four (4) duffel bags one (1) personal duffel bag is included in this quantity / size maximum: 25x42 or Ruck / size maximum 15x10x22) and one (1) carry-on bag that meets commercial airline standards / size (24.5 length/16.5 width/11.5 depth) with a maximum weight of 50lbs.

b. *DA / DoD and other federal civilians.* DA / DoD and other federal civilians are authorized three (3) duffel bags (one personal duffel bag is included in this quantity/size maximum: 25x42 or Ruck / size maximum 15x10x22) and one (1) carry-on bag that meets commercial airline standards / size (24.5 length/16.5 width/11.5 depth) with a maximum weight of 50lbs.

c. *Contractor personnel.* Contractor personnel are authorized 2 duffel bags (one personal duffel bag is included in this quantity/size maximum: 25x42 or Ruck /size maximum 15x10x22) and one (1) carry-on bag that meets commercial airline standards/size (24.5 length/16.5 width/11.5 depth) with a maximum weight of 50 lbs. This is the maximum quantity of authorized baggage; however, if a Soldier can fit the equipment and personal items into a lower number of duffel bags fewer bags is fine. Each duffel bag must not exceed 70 lbs.

d. *Footlockers or commercial suitcases* are not authorize for movement. The PAP CDR will make final determination on waiver requests for exception to policy on authorized baggage limits based on mission requirements and aircraft capacity for loading AMC / contracted aircraft.

e. *Excess baggage* is authorized to cover additional costs for Soldiers flying commercial aircraft. Soldiers incur to ship four (4) duffel bags and one (1) carry-on bag as prescribed above. Normally, commercial airlines (depending on each airline's policy) allow the traveler two (2) checked bags and one (1) carry-on bag before excess baggage costs are charged to the traveler.

f. All personnel are required to return with all issued OCIE (only if equipment was not turned into theater CIF and not packed in with unit equipment).

REFERENCES:

Army Directive 2017-09

Management of the Individual Ready Reserve

AR 710-2

Supply Policy Below National Level

AR 735-5

Property Accountability Policies

CTA 50-900

Clothing and Individual Equipment

CTA 50-909

Field and Garrison Furnishings

DODI 1235.12

Accessing the Reserve Components

Chapter Nine

Personnel Management

Section I General Management

9–1. Purpose

Unless otherwise specifically stated, current Army regulations remain the primary source for instruction on topics within this chapter. The purpose of this chapter is to highlight key differences between standard operations and contingency operations.

9–2. Non-Citizen Military Personnel & Family Members

a. Enlisted Soldiers with 8 years of Military Service. Soldiers whom are non-citizens may be mobilize and/or deployed regardless of their time in service. Soldiers are only required to meet enlistment (to be) eligible for citizenship

b. Applications for Citizenship. (<https://www.uscis.gov/military/citizenship-family-members>) Deploying non-citizen Soldiers who have an application for citizenship pending will use the Citizenship and Immigration Services (CIS) Customer Service Number (1-800-375-5283) to inform CIS of the Soldier's mailing address for the duration of the deployment. Soldiers with pending applications for citizenship will be reminded during in-, out-, Soldier Readiness, mobilization, extended temporary duty, deployment, redeployment, and reintegration (i.e., personnel processing upon return from a deployment) processing to notify CIS of any change of address. Soldiers who fail to make this telephone call could have their applications for citizenship denied due to failure to respond to a non-received mailed notice from CIS. Soldier's Guide to Citizenship Application. Soldiers with their applications for citizenship to include cover sheets, fingerprint cards, and N-426 (Certification of Military or Naval Service). To get help exclusively for members of the military and their family, USCIS customer service is available at 1-877-247-4645.

9–3. Personnel Records

a. Army Reserve Units

(1) USAR units mobilized through Mobilization Force Generation Installation (MFGI), will bring MPF, medical, dental records, and finance records with them to the MFGI to support



development of the deployment packet. AR units mobilized at home station or at a Mob Station will have a designated support installation. The RC unit commander is responsible for providing appropriate records to the support installation to create a deployment packet. In addition, the supporting MILPO will make a copy of the last DD Form 214 issued and any other document that records active duty service after the date of the DD Form 214. Documents to ensure a correct DD Form 214 upon Soldier's REFRAD are critical.

(2) The MPF, medical and dental records will be return to RC control to support administrative actions during the deployment/employment period. Return records to the MFGI to expedite the REFRAD process when Soldiers are ready to be demobilized.

(3) Do not destroy RC ID cards or Common Access Card (CAC) during deployment processing. The Soldier will retain his/her RC ID card or CAC for use after demobilization.

b. ARNG

(1) The State Adjutant General will provide MPF, medical, and dental records to the MFGI to support deployment packet development. The MPF, medical, and dental records will be returned to State control upon completion of processing to support RC administrative actions. States will initiate preparation of deployment packets, coordinating with each MOBSTA to determine what information States should include. The MOBSTA will complete the packets. The State and MOBSTA will prepare and complete two deployment packets for a Soldier. One packet will remain at the MOBSTA; provide the second deployment packet to the gaining organization. Do not send the original personnel, medical, or dental records to the deployment area of operations (AO).

(2) To support the accurate creation of a DD Form 214 (Certificate of Release or Discharge from Active Duty) upon the Soldier's REFRAD, provide a copy of the Soldier's latest DD Form 214 (if applicable) and current Statement of Retirement Point Credit (NGB Form 23) to the supporting installation. Forward the statement to the custodian of the Soldier's deployment packet or e-mailed to the installation transition point. Military personnel officers will verify that DA Form 2-1 (item 9) shows all federal military personnel awards, decorations, badges, and tabs as of the day before order to active duty to ensure accurate preparation of DD Form 214.

c. Civilians

9-4. Evaluation Reports

a. CONUS-based and deploying Army Reserve Component commanders/OICs will use the electronic USAR Form 148-R (Notice of Rating Chain Assignment or Change), dated 1 Apr 2009 to document rating chains and rating chain changes.

b. Links for more detailed information and instructions on evaluation reports:

(1) On the Evaluations Entry System (EES)

Evaluations Entry System (EES)
EES User's Guide
Manage Rating Chain Tool User's Guide
Manage Rating Chain Tool FAQs

(2) On OER

OER Training Packet Foundation
FAQ OER
Senior Rater OER MGMT
Senior Rater OER Example
MOD 1 - Officer Evaluation Report Implementation
MOD 1 - OER Revision Brief Training Video- Under review
MOD 2 - Creating a Co Grade OER from Support Form with Script and info inserted
MOD 2 - Creating an OER Tutorial Training Video
MOD 3 - Evaluation System Rater and Senior Rater
[MOD 3 - Rater Tips/Doctrine Crosswalk Training Video-Under review](#)
[MOD 4 - HR Specific Hands on brief Training Slides](#)

(3) [On NCOER](#)

[OER Support form and OER vignette- CPT VO c. NCOER](#)
[Module 1. NCOER Overview](#)
[Module 2. NCOER Policy Updates](#)
[Module 3. NCOER DA Form 2166-9 Series](#)
[Module 4. NCOER Profiling](#)
[NCOER Module 1 Training Video](#)
[NCOER Module 2 Training Video](#)
[NCOER Module 3 Training Video](#)
[NCOER Module 4 Training Video](#)
[Consolidated NCOER FAQ's](#)

c. *AKO FORMS*. Rated officers/NCOs, rating officials, and administrative support offices will use AKO Forms (.xpdf format) to prepare and complete OER/NCOER support forms for all officers and NCOs including officers and NCOs being redeployed or released from the CRC.

d. *APFT*. Deployed units unable to administer the APFT due to mission or conditions will annotate OERs with the following statement: Officer /NCO was unable to take the APFT during this period due to deployment for combat operations/contingency operations. Note: This directive does not exclude obtaining and annotating height/weight data on evaluation reports.

e. *THRU DATE*. Completed OERs/NCOERs must reach HQDA/HRC no later than 90 days after the evaluation report THRU date. Commanders and senior raters should make every effort to submit OERs/NCOERs needed for selection board consideration to HQDA/HRC by the established board deadline as stated in the MILPER Message announcing the board.

f. *CHANGE OF RATER*. When an officer or NCO has a change of rater and meets the minimum rater qualifications for an evaluation, upon deployment, the unit from which the officer or NCO will complete a change of rater OER/NCOER for TPU Soldiers or a Depart TCS

g. GENERAL INFORMATION:

(1) As an exception to policy, a 60-Day Option rating for officers and NCOs deployed in

the contingency area of responsibility, CCDRs may render a report prior to REFRADs.

(2) Deployed units not in a contingency theater of operations will mail paper copies of evaluation reports that are unable to be submitted using AKO Forms to:

USAHRC, ATTN: AHRC-PDV-ER,
1600 Spearhead Division Avenue, Dept. #470
Fort Knox, KY 40122-5407

(3) Submit evaluation report-related questions to the USAHRC Evaluations Systems and Policy Office via e-mail at tapcmse@conus.army.mil.

(4) Appeals and Corrections

(5) Points of Contact

(6) Frequently Asked Question Associated With The Evaluation Process and Selection Boards

h. RETIREE RECALLS. Retirees are not eligible for promotions or career development during mobilization or deployment. Evaluations are not required for retirees due to this fact. Commanders will counsel the retiree in accordance with AR 623-3, on the requirements and performance standards of the position to which they are assign. Commanders may use the support forms to accomplish this counseling.

9–5. Favorable Personnel Actions

All actions will be IAW component regulations. ALL RC personnel actions that require E-MILPO transactions will be document by the HR clerks in SIDPERS ARNG and TAPDB-R. Submit appropriate copies of supporting documentation to appropriate personnel managers.

9–6. Substitute Active Duty for Annual Training and Inactive Duty Training

DoD policy (DODI 1215.19) outlines substitute active duty performed under 10 U.S.C. 12302 for the training requirements of 10 U.S.C. 10147 (Annual Training (AT) and Inactive Duty Training (IDT)) if the duty performed under 10 U.S.C. 12302 is equivalent to the required training that might have been performed or if the active duty combined with the training requirement constitutes undue personal hardship.

a. Members who have served on active duty involuntarily in support of this contingency for more than three consecutive months shall be exempted from involuntarily performing:

(1) AT for a minimum of 6 months and

(2) IDT for a minimum of 60 days after release from active duty.

b. Services shall emphasize the use of voluntary IDT periods prior to the 60 day limitation to maintain contact with, and provide support to, members and their family.

9–7. Personnel Management and Accountability per Memorandum FOR Secretary of the Army, dated 2 Apr 2008 states:

Consistent with applicable laws and regulations, individuals to include IRR members, failing to comply with an order to active duty shall be reported as absent without official leave to civilian authorities. Such personnel are subject to the Uniform Code of Military Justice (UCMJ) as of their reporting date, whether or not they have reported to active duty. Violations of the UCMJ, including violations of Article 86, UCMJ, shall be handled on a case by case basis in accordance with existing laws and regulations.

9–8. Awards, Decorations and Tour Credit

AR 600-8-22, Military Awards, Paragraph 9-11.

POC for Awards AR 670-1, Wear and Appearance of Army Uniforms and Insignia NATO Policy Change, dated 20 December 2010

[NATO Medal Request Form](#)

Forward questions regarding awards to the Military Awards Branch via telephone at (703) 325-8700; DSN 221-325-8700 or email at awards@conus.army.mil.

NATO Medal Requests send directly to USNMR at SHAPE Belgium, email: js.shape.us-mil-del.mbx.usnmr@mail.mil

*****The Awards and Decorations Branch has no visibility on requests sent to the above contact.**

9–9. Enlisted Promotions

Enlisted promotions will be accomplished IAW [AR 600-8-19](#).

a. ARNG Authority to Promote. Commanders exercising UCMJ authority for ARNG Soldiers will promote Soldiers in their units in accordance with the criteria established in AR 600-8-19.

(1) The promotion order authority must be able to manage all Soldiers selected for promotion and assignment outside of the mobilized unit.

(2) Only one Soldier can fill an authorize vacancy.

(3) The State must document all projected vacancy fills that will occur after demobilization.

(4) States cannot promote more Soldiers than they have valid vacancies.

(5) States will manage all personnel promoted within the ODD structure to ensure reassignment upon REFRAD to a position commensurate with their new grade and MOS. Reassignment to a valid position of M-day Soldiers promoted against an ODD position will be done within 12 months after REFRAD or be subject to reduction per AR 600-8-19. TAGs may entertain exception to policy requests to delay the reduction for an additional 12 months. States are not authorize to exceed total authorize positions for that grade and MOS.

b. Coordination between Mobilized Units and States. The promotion authority for mobilized

Army National Guard (ARNG) Enlisted Soldiers ordered to active duty under Title 10 USC 12302 or 12301(d) CO-ADOS, and Title 32 FTNG-OS while mobilized, is the respective TAG. Mobilized Soldiers must meet the eligibility requirements outlined in AR 600-8-19.

9–10. USAR Enlisted Promotions

General:

a. Donor unit of cross-leveled Soldiers will ensure consideration of all eligible Soldiers for promotion under the correct provisions and in a timely manner. Commanders are responsible for the preparation and completion of promotion packets for all eligible Soldiers prior to mobilization.

b. Soldiers will retain their completed promotion packet until arrival at duty location. Soldier will then hand-deliver the packet to the appropriate promotion authority or HR supporting element.

c. Convening authorities will consider all eligible mobilized Army Reserve Soldiers for promotion. Mobilized Soldiers will not demobilize to take the promotion; if promoted into a non-mobilized position the promotion is still valid. The promotion authority will maintain a list and effect their reassignments within 90 days of redeployment. Promotion orders will include gaining unit information in the additional instructions Army Reserve Drill Sergeants selected for promotion while deployed in a Drill Sergeant capacity may decline the promotion. The Soldier will remain on the selection list, and promotion upon REFRAD with a date of rank of the date originally eligible for promotion IAW AR 600-8-19, para 5-48.

d. However, if the deployed chain of command determines there is sufficient combined support to allow the Soldier to accept the promotion would not compromise mission support.

e. Would not require the Soldiers release from active duty, and the Soldier's promotion would be effective as soon as mission permits and assume new duties upon promotion.

f. Army Reserve TPU Soldier serving on an Active Duty for Operational Support (ADOS), tour 12 months or more.

g. Soldiers serving on an ADOS tour 12 months or more are considered by their home of record convening authority,

h. Incorporated on the Permanent Promotion Recommended List. The applicable Regional List Manager promotes the Soldier. The ADOS Soldier are put on a sequence list and promoted when a valid vacancy becomes available. The position is not reserved nor is the Soldier obligated to fill the vacancy. Upon the Soldier's release from active duty the Soldier is subject to the over strength policy. The Soldier MUST find a valid position in the promoted grade within one year.

9–11. Army Reserve TPU Soldiers transitioning from mobilization to ADOS

a. Soldiers promoted while mobilized must obtain authorization from the commander of the position against which promoted prior to accepting an ADOS tour.

b. Revocation of promotion orders for Soldiers who enter onto an ADOS tour. The gaining commander MUST agree to an ADOS tour and release the Soldier.

c. De facto status IS NOT authorized. ADOS is voluntary and considered a declination of promotion into the position identified. The definition of a donor commander is the commander, area command and/or chain of command prior to any cross level action. The donor commander remains the promotion authority and retains primary responsibility for the advancement/promotion of all Army Reserve Soldiers.

d. The following exceptions apply; however, the home of record command remains primarily responsible to ensure the promotion of the Army Reserve Soldiers are expeditious as qualifications allow.

e. Coordination:

(1) Each Area Command/Direct Reporting Unit (Donor Command/Unit) is responsible for the promotion consideration file or packet is on each Army Reserve TPU Soldier who is mobilized. These commands will coordinate with the Soldier's active duty commander to ensure there is no pending disciplinary action and the Soldier remains eligible for consideration.

(2) The DRU, theater Army Reserve Affairs (ARA), brigade level S-1 section to include Special Troop Battalions (STB) of GO level organizations, TSC Special Troops Battalion (STB) or TSC G-1 and USARC will coordinate to resolve issues arising from this requirement.

(3) Commanders of IRR/DIMA Soldiers mobilized within CONUS will coordinate with HRC (HRC-EPO-P), hrc.epmd.arepbranch@conus.army.mil.

(4) The TSC will establish procedures within the theater of operations to implement this guidance. The TSC will coordinate with USARC (ARRC-PRP-E), the respective RSCs, and HRC (HRC-EPO-P), hrc.epmd.arepbranch@conus.army.mil.

(5) Commanders of TPU Soldiers mobilized within CONUS will coordinate with the Soldier's donor/home of record command to ensure accurate and timely promotions.

9–12. NCOES

As a minimum, the request will include DA Form 4187 (Request for Personnel Action), with justification by the commander and deployment orders. If available, include a personnel qualification report (DA Form 2a) and an ATRRS print out.

9–13. Commissioned Officer Promotions

a. On 17 December 2003, the Assistant Secretary of the Army (Manpower and Reserve Affairs) modified the Army's existing policy for promoting RC officers to the ranks of Captain through Colonel in the Selected Reserve (includes both the ARNG and USAR) and the Individual Ready Reserves (IRR). The revised RC Promotion Policy impacts TPU, M-Day (ARNG), AGR, IMA (including DIMA), and IRR officers involuntary mobilized to support current contingency operations under provisions of 10 USC sections 12301(a), 12302, and 12304 and are on an approved mandatory selection board promotion list. On 14 January 2005, the ASA (M&RA) added policy for the promotion of officers performing duty UP 10 USC 12301(d)

whereby officers on orders in excess of 90 days can be promoted under the same rules as mobilized officers.

b. The Chief of the Army Reserve (CAR) has chosen not to implement the 14 January 2005 ASA (M&RA) policy memo that allows Army Reserve officers on ADOS to be promoted under this guidance.

c. Time-in-Grade Requirement By law, all RC officers, mobilized or non-mobilized, whose promotions are not delayed (voluntarily or involuntarily), or declined, must be promoted on the date on which they complete the maximum time in grade: five years for First Lieutenants, and seven years for Captains and Majors. Mobilized officers promoted upon reaching their maximum time in grade will transfer immediately to the IRR upon demobilization. Mobilized Officers and Officers on ADOS: Officers mobilized (UP) 10 USC, 12302) and officers other than Army Reserve officers on ADOS tours (UP 10 USC 12301(d)) may be matched against a vacant higher-grade SELRES position to be promoted. Upon REFRAD/completion of the tour of active duty on which the officer is promoted, the officer will be assigned against that position within 180 days.

d. Twice Non-Selected Officers: Commissioned officers below the grade of LTC who have been twice non-selected for promotion and scheduled to separate during the period of alert/mobilization will be transferred/separated from the unit prior to mobilization. Officers who have been twice passed over, but selectively continued will be mobilized provided they have enough time remaining on their (reduced; 20 years commissioned service for CPT and 24 years commissioned service for MAJ) MRD to serve the period of mobilization plus 90 days. If a commissioned officer is in a mobilized status and is notified of two-time non-select, and is not selectively continued, the Soldier will be retained on active duty for the period of the unit's mobilization and then separated as required by law.

e. AGR Managers: AGR managers are responsible for briefing AGR Soldiers on the impact that promotions received while mobilized could have upon the Soldiers' re-accession into the AGR program. The AGR program has assignment and controlled grade restrictions. While mobilized, AGR Soldiers will not be promoted over-grade in the mobilized MTOE position. States will not be authorized additional controlled grades solely for reassessing into the AGR program Soldiers promoted while mobilized.

f. JAG, Chaplains, Medical and Dental Corps Officers: Officers who are members of the Judge Advocate General Corps, Chaplains Corps, Medical Corps, or Dental Corps are promoted under the provisions of AR 135-155. Allows their promotion, to include promotion while mobilized, when occupying or matched against a vacant unit position up to two grades below the grade to which promoted for MC and DC officers or one grade below the grade to which promoted for Chaplains and JAG officers.

g. Mobilized RC officers selected for promotion by position vacancy boards convened under the provisions of 10 USC sections 14101(a)(2) and 14315 and Soldiers who are not mobilized in support of current contingency operations will continue to be promoted in accordance with AR 135-155.

9–14. Individual Mobilization Augmentees Promotions

a. Exception to Promotion Policy for Drilling Individual Mobilization Augmentees (DIMA),

dated 3 May 2004, allows all Drilling Individual Mobilization Augmentees to be considered as unit officers for the purpose of promotion and promoted like unit officers under the provisions of AR 135-155.

b. ARNG Commissioned Officers: Mobilized Army National Guard (M-Day and AGR) officers who are on an approved promotion list may be promoted immediately when appointed in the State against a vacant position of the higher grade in a federally recognized unit in the National Guard.

c. Promotion of ARNG officers promoted under the provisions of this new policy will be assigned to the position within 180 days of REFRAD or transfer to the IRR.

d. The promotion authority for ARNG officers and warrant officers ordered to active duty under the provisions of 10 USC 12302 or 12304 is the Chief, National Guard Bureau.

e. Mobilized ARNG officers, regardless of the units to which they are assigned or mobilized, may be unit vacancy promoted against positions within their respective States provided they meet the qualifications outlined in NGR 600-100, Chapter 8-7. The assignment/promotion position the officer will hold upon promotion must be a valid and vacant MTOE or TDA position of the higher grade.

f. ARNG Unit Vacancies: ARNG officers may be consider for unit vacancy promotion in accordance with NGR 600-100. However, only officers within the mobilized unit may be considered for unit vacancy promotion while the unit is mobilized. Recommendations for unit vacancy promotion will be forwarded on DA Form 4187 to the unit's State Military Personnel Office (MILPO). Upon verification, the State MILPO will forward a copy of the order and associated documentation to the officer management branch of the National Guard Bureau (NGB-ARP-C) for processing and federal recognition.

9–15. OCS Lieutenants without Baccalaureate Degree

a. 1LT who are graduates of OCS (either state or federal), scheduled to appear before a DA mandatory promotion board, do not possess a baccalaureate degree, and are mobilized may request a waiver of the requirement to have a degree. NGB-ARH must receive the request no later than 90-days prior to the convening date of the board. If approved, this waiver will allow these officers to be consider as if they have a degree. However, if the officer is selected for promotion by the DA board the officer will be granted 2 years from the date the board convenes to complete their degree in order to be promoted. Information on waiver request procedures is available from the officers State MILPO.

b. USAR Commissioned Officers: Mobilized USAR officers who are on an approved mandatory selection board promotion list may be promoted immediately when matched against a vacant position of the higher grade in the U.S. Reserve Component. Officers on ADOS tours (UP 10 USC 12301(d)) will follow the promotion guidance per AR 135-155, paragraph 4-9a, which requires an officer selected by a mandatory board be **assigned** to a position requiring the next higher grade.

c. Mobilized TPU, AGR, IMA officers are not required to be —assigned to a higher grade position, rather they must be —matched againstll a higher grade vacant position prior to promotion and assigned to that vacant higher grade position or find another vacant higher grade

position within 180-days after demobilization or transfer to the IRR.

d. IRR officers, regardless of mobilization status, recommended for promotion to Captain through Lieutenant Colonel promotion authorized upon completion of maximum time in grade without regard to assignment to a higher-grade position and without regard to being matched to a higher-grade position. However, mobilized IRR officers may also be promoted prior to reaching maximum time in grade if matched against a valid higher-grade vacant position in a unit (TPU or IMA).

9–16. Warrant Officer Promotions

Warrant officers, to include commissioned warrant officers, ordered to active duty under 10 USC 12302, 12304, and/or 12301(d) unless to be integrated into the Regular Army, will remain under Reserve promotions programs. RC warrant officers eligible for promotion will continue to be considered for promotion, and, if selected, promoted in accordance with AR 135-155.

Section II Moral, Welfare, and Recreation

9–17. Family Readiness

The DCS Deployment Cycle Support Checklist (DA Form 7631) should be used as a guideline as requirements to establish and maintain Soldier and Family awareness on information, tools and community resources available to them. Families new to the military benefits can find information available from discounts on travel, sporting events, and day trips movie tickets and more online at [Military OneSource](#).

9–18. Mobilization/Deployment Phase

a. Military One Source/Army One Source information.

b. As part of Family Readiness training, commanders will ensure that, at a minimum, every Soldier and Family member be trained on how to use or access Military One Source/Army One Source information. Unit bulletin boards, Family Readiness Groups, and websites should contain the Military One Source/Army One Source 1-800 number and website address information. [On Demand Resource Request](#) to request your unit information and register point of contact information. Order educational materials from [Military One Source](#) Headquarters or call 1-877- 765-1309. Mail products to a military facility. Information available is Casualty, Child and Youth, Financial, Military Family Life Counseling. AKO Access.

c. Commanders will ensure mobilizing/deploying units have a Family readiness website that is AKO accessible.

9–19. Re-Deployment Phase

a. Early Return of Service Members due to Family Issues. When a service member returns due to Family problems, ensure that the deployed unit and rear detachment coordinate to assess what assistance the service member and their Family member(s) will need assistance

upon their return.

b. Reunion Programs. Since some Family problems do not emerge immediately after return, military units should ensure that they maintain high levels of support and outreach to assist service members and their Families in reintegrating back into Family life and their communities.

c. Rear detachment commanders (RDC). RDC's will complete RDC training within 30 days of appointment as RDC. Training is available through Army Community Services or on line. The training is available on-line at MyArmyLifeToo.

d. The website of Choice for Military Families or thru a one-week resident course with coordination with the ACS Mobilization/Deployment Coordinators at Ft. Hood and Ft. Bragg.

9–20. Accountability

ADAA FY 2005 made changes requiring revision to Army Strength accounting procedures pertaining to Soldiers performing operational support duty under provisions of Title 10, USC, Section 12301(d) and Title 32, USC Section 502(f)(2). This guidance rescinds Memorandum, DCS, G-1, 30 November 2005, subject: Management of Reserve Component (RC) Soldiers on Active Duty for Operational Support and Memorandum, DCS, G-1, 9 September 2005, subject: Definition of Term Operational Support.

HELPFUL LINKS:

ASK HRC

Contact via Email

Phone Number: [1-888-ARMYHRC \(276-9472\)](tel:1-888-ARMYHRC)

DSN Phone Number: [983-9500](tel:983-9500)

Address: U.S. Army Human Resources Command (AHRC-PD), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400 USA

Access your Record Brief or AMHRR

View your ORB at <https://myorb.hrc.army.mil/>

View your ERB at <https://myerb.ahrs.army.mil/soldierLogin.do> View your AMHRR in IPERMS at <https://iperms.hrc.army.mil>

If you do not have access to a CAC enabled computer, you can access your record from the HRC Portal: <https://www.hrcapps.army.mil/portal/>

The HRC Portal can be logged into with a CAC, AKO Username and Password, or a DS Logon Soldiers with their AMHRR (OMPF)

MyORB MyERB

[iPERMS Website](#) (CAC Logon Only)

[HRC Portal \(CAC, AKO, and DS Logon\)](#)

[Resources Contacts](#)

[Promotion/Selection Board Information 1059s/Evaluations](#)

[Derogatory Information](#)

[Personnel and Finance Record Reviews Scan and Upload to iPERMS Investigative Requests](#)

[Void DD 214 Information](#)

REFERENCES:

AR 40-50

Medical Examination

AR 135-155

Promotion of Commissioned Officers and Warrant Officers Other Than General Officers

AR 600-8-2

Favorable Personnel Actions

AR 600-8-19

Enlisted Promotions and Reductions

AR 600-8-22

Military Awards

AR 600-9

Army Body Composition Program

AR 623-3

Evaluations

AR 690-11

Use and Management of Civilian Personnel in Support of Military Contingency Operations

DA PAM 623-3

Evaluation Reporting System